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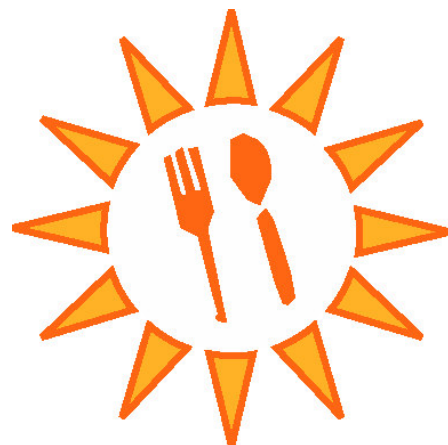
Summer Food Service Program

2006 Administrative Guidance for Sponsors

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INTRODUCTION

The Summer Food Service Program (SFSP) was established to ensure that low-income children and eligible, disabled adults continue to receive nutritious meals when school is not in session. Free meals, that meet Federal nutrition guidelines, are provided to all children and eligible, disabled adults at approved SFSP sites in areas with significant concentrations of low-income participants.

The SFSP operates during school vacations, primarily in the summer months – from May through September. It may also provide meals during vacation breaks where schools are operated on a year-round basis or a continuous school calendar, or during emergency school closures from October through April.

Who Administers The Program?

The U.S. Department of Agriculture's Food and Nutrition Service (FNS) administers the SFSP at the national level. In Missouri, the Program is administered by the Missouri Department of Health and Senior Services (State agency). (Note: The USDA FNS administers the SFSP in Michigan and Virginia.)

Locally, public or private nonprofit organizations that want to "sponsor" the Program, apply and are approved by the State agency to operate the Program. These sponsoring organizations sign annual Program agreements with their State agency and are responsible for overseeing Program operations. Sponsors receive Federal reimbursement from the State agency to cover their administrative and operating costs of preparing and serving meals to eligible participants at one or more feeding sites.
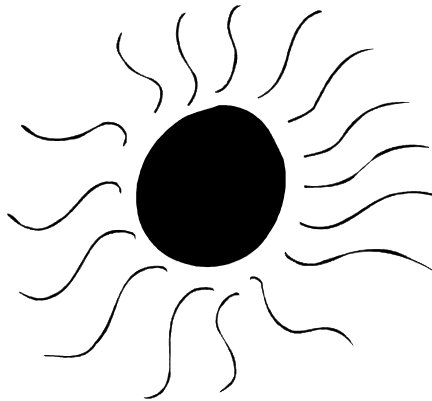
ABOUT THIS GUIDANCE:

This publication provides information for staff of all local organizations that participate or plan to participate as sponsors in the Summer Food Service Program (SFSP). It consists of the following parts:

PAGES 8 - 56   · **PLANNING THE PROGRAM** provides information to help guide potential sponsors through the early stages of program planning. This part includes information on eligibility requirements for sponsors, sites, and participants; evaluating and selecting feeding sites; determining the type of meal service to offer; staffing needs; and applying to operate the SFSP.

PAGES 57 - 90   · **ADMINISTERING THE PROGRAM** outlines the administrative responsibilities of a sponsor in the areas of training, monitoring, civil rights, program payments, record keeping, reviews, and evaluations.

PAGES 91 - 149   · **REFERENCE SECTION** provides sample copies of forms, worksheets, and other reference materials that may be helpful to sponsors in administering the Program.

Summer 2006

FNS and State agencies are engaged in a continued effort to increase participation in the SFSP. Did you know that the SFSP is one of the most needed but underused Federal food assistance programs? Although over 21 million eligible children received free or reduced price school meals during the 2005 regular school year, only 1.9 million participated in the SFSP, and an additional 1.4 million participated in the National School Lunch Program during the summer months. That's only 3.3 million eligible children receiving meals during the summer months. There are many hungry children that we need to reach with this Program!

As an organization interested in administering the SFSP, you are the link that translates this Federal benefit into meals for children. If you are new to the Program, please consider participating as a site or a sponsor. If you are a returning sponsor, please consider adding sites and activities that will help draw children to your existing program. Let us know how we can help you in this important mission that we all share!

PART I -- PLANNING THE PROGRAM

Chapter 1 -- Eligibility

In this chapter, you will find information on:

- how to determine the eligibility of a participant;
- how to determine the eligibility of a sponsor; and
- the different kinds of Summer Food Service Program (SFSP) sites.

Participant Eligibility

(7 CFR 225.2 Definitions, Attachment 1)
Children age 18 and under may receive meals through SFSP.
A person 19 years of age and over (through age 21 in Missouri) who has a mental or physical disability (as determined by a State or local educational agency) **and** who participates during the school year in a public or private nonprofit school program established for the mentally or physically disabled is also eligible to receive meals.

Sponsor Eligibility

(7 CFR 225.14(b),(c), and (d))
Every potential or currently participating sponsor must meet certain requirements. These requirements are discussed below:

1. Types of Organizations - Only certain types of organizations can sponsor the Program. Sponsors must be one of these:
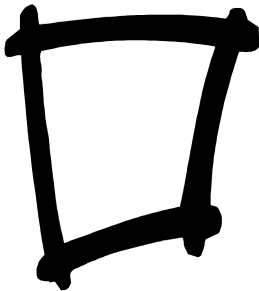
   - a public or private nonprofit school food authority;
   - a public or private nonprofit residential private camp;
   - a public or private nonprofit college or university participating in the National Youth Sports Program
   - a unit of local, county, municipal, State or Federal government; or,
   - any other type of private nonprofit organization.

   Note: special rules apply to private nonprofit organizations. They are limited as to the location of their sites, the total number of sites they may operate, and the maximum number of participants they may serve. All private nonprofit sponsors must be tax exempt under the Internal Revenue Code of 1986. Faith-based organizations are exempt from obtaining documentation of Federal tax exempt status. State agencies can provide more specific details about the participation of private nonprofit organizations.

2. Sponsors Must Demonstrate Financial and Administrative Capability: Potential and returning sponsors are required to demonstrate that they have the necessary financial and administrative capability to comply with Program requirements. They must accept final financial and administrative responsibility for all of their sites.

3. Sponsors Must Not Have Been Declared Seriously Deficient: To be approved, applicants must not have been declared seriously deficient in operating the program in previous years.

4. Sponsors Must Serve Low-Income Children: Approved sponsors must agree to provide regularly scheduled meal service for children in designated low-income areas (called "areas in which poor economic conditions exist") or they must agree to serve low-income children. Camps do not need to meet this criterion.

5. Sponsors Must Provide Year-Round Service: Sponsors must provide a year-round public service to the area in which they intend to provide the SFSP. State agencies may grant exceptions to this year-round service requirement for sponsors of residential camps, migrant sites and in certain other limited circumstances.

6. Sponsors Must Provide Direct Operational Control Over Sites: New applicants and returning sponsors (not exempted by the State agency) must certify that they have direct operational control over all of their sites. Direct operational control means that the sponsor is responsible for managing site staff, including such areas as hiring, determining conditions of employment and termination, and for exercising management control over SFSP operations at sites during the period of program participation.

7. Sponsors Must Conduct Pre-Operational Visits: Sponsors must certify that all new and problem sites have been visited and are capable of providing meal service for the number of participants as planned.

8. Sponsors Must Sign Written Agreements: Approved sponsors must sign a written agreement (in Missouri, a written contract) with the State agency.

Note: Certain sponsor types will have to provide more specific information to be approved. (7 CFR 225.14(d)). Interested organizations should consult the State agency for more detailed information.

Management responsibilities cannot be delegated below the sponsor level. The quality of the meal service, the conduct of site personnel, and the adequacy of record keeping reflect directly upon the sponsor's performance. This performance is subject to audit by the State agency, by the U.S. Department of Agriculture's (USDA) Office of the Inspector General, and by the General Accounting Office.

Site Eligibility

(7 CFR 225.6(c)(2) and (3))
Sponsors may operate the SFSP at one or more sites, which are the actual locations where meals are served and participants eat in a supervised setting. Eligible sites are those that serve children in low-income areas or specific groups of low-income children. Sponsors must provide documentation that their proposed sites meet the income eligibility criteria required by law. The most common types of sites are: open sites; restricted open sites; and closed enrolled sites. There are also sites that serve special populations or have unique characteristics. These include: residential and nonresidential camps, migrant sites, and National Youth Sports Program (NYSP) sites. In the following section, we describe these sites and discuss how sponsors can document their eligibility. See Attachment 6 for a summary of site descriptions and ways to document site eligibility.

1. **Open Sites** (7 CFR 225.2 definitions, Attachment 1) **are sites at which meals are made available to all children in the area.**

2. **Restricted Open Sites** (7 CFR 225.2 definitions, Attachment 1) **are initially open to broad community participation, but at which the sponsor restricts or limits attendance for reasons of security, safety or control.**

Open and restricted open sites serve participants in geographical areas where 50 percent or more of the children residing in the area are eligible for free or reduced price school meals. This percentage must be documented by data provided by public and non-profit private school officials, census data, welfare or education agencies, zoning commissions, or other appropriate sources.

Special Restricted Open or Modified Area Eligible Sites
Sites that are located in non-needy areas but otherwise meet the criteria for open site eligibility may be treated as restricted open sites. An example of this type of site is one that is located outside of a city in which all areas are eligible (based on school enrollment or census data); the children from the city are bused to the non-needy location without cost.

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A Modified Area Eligible site is determined by area data for the areas where the children are picked up for transport to a site. An example of this type of site is a recreation program where low-income children are picked up at designated bus stops in their neighborhood; all of the bus stops are located in low-income areas, as determined by aggregate free/reduced price school data; and the children are transported to a location that is not in their neighborhood. No children from outside the low-income areas participate in the recreation program. (SFSP Policy: Site Eligibility Determinations, October 5, 2001).

To qualify as restricted open or modified area eligible, these sites must:
- Draw children exclusively from eligible areas;
- Be open to broad community participation from eligible areas: the only limits that can be imposed on participation in restricted open sites are daily limits for reasons of security, safety, or control;
- Not charge a fee for children to attend;
- Not allow children from the surrounding non-needy area to attend.

3. **Closed Enrolled Sites** (7 CFR 225.2 definitions, Attachment 1) serves only identified groups of participants, as opposed to the community at large. At least 50 percent of the enrolled participants at the site must be eligible for free or reduced price school meals under the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). Their eligibility is based on income applications. (See Attachment 3 for Income Eligibility Guidelines.)

Closed enrolled sites are usually established where:

- an identified group of needy participants live in a "pocket of poverty";
- identified low-income participants are transported to a congregate meal site located in an area with less than 50 percent eligible children; or
- a program providing recreational, cultural, religious, or other types of organized activities for a specific group of participants.

We must emphasize that:
- Accredited summer schools do not qualify as closed enrolled sites and should obtain reimbursement for their meals under the National School Lunch Program.
- Residential Camps cannot use area eligibility to establish site

eligibility.

Documenting Site Eligibility

1. Documenting an Area for Open or Restricted Open Site

Eligibility: The two primary sources of data that may be used to determine whether the area that will be served is eligible are school data or census data.

School Data**:** Generally, sponsors will find it most helpful to directly contact their local school district in order to obtain the current year free and reduced price data to document the need of the area they wish to serve. In most cases, current-year school data provide the most accurate representation of an area's current economic circumstances. When sponsors use school data, they must contact the school (or schools) serving the children who live in the area where they intend to offer the SFSP. The local public school district and nonprofit private schools serving the area can then provide sponsors with the number of children who are eligible for free and reduced price National School Lunch Program and/or School Breakfast Program meals and the total enrollment(s) of the school(s). Sponsors may use data from nearby elementary, middle, or high schools to qualify sites.

The sponsor must then submit to the State agency, as part of the application process, the following information to document the eligibility for each site they intend to serve:

- the names of the public and nonprofit private schools used to establish eligibility;
- the number (**but not names**) of all children eligible for free and reduced price meals who are enrolled in those schools; and
- the total number of children enrolled in those schools.

The State agency will determine the eligibility of each proposed site located in the area based on the data submitted by the sponsor. Since the local school or district offices must certify that the data is accurate, sponsors should ask local schools or districts to provide the necessary figures on school or district stationery, with the signature of an authorized school official.

Bussing based on school attendance:
In certain situations, children in public school systems are routinely bussed from their neighborhood school to schools *outside* the attendance area of their neighborhood school. Therefore, bussing can cause a site, located in an area in which poor economic conditions exist,

to be designated as ineligible based on enrollment data which has been adjusted to reflect the student's reassignment. This situation may occur in any program in which site eligibility is based on the percentage of children eligible for free and reduced-price meals in the National School Lunch Program.

Program sponsors may determine site eligibility based on the following two means:

- The school the children attend and to which they are being bussed, or
- The school the children would have attended were it not for the school's bussing policy (the neighborhood school where the children live).
  (SFSP Policy: Effects of Bussing on Area Eligibility, May 20, 2003).

<u>Census Data</u>: Sponsors may also document the area eligibility of their proposed open or restricted open sites on the basis of census data. However, we encourage sponsors to use school data rather than census data because it is usually more current, and more accurately represents current neighborhood economic conditions.

Upon conclusion of the data collection efforts for the 2000 decennial census, the Census Bureau was asked to provide the Food and Nutrition Service with a special tabulation of population data using specific SFSP criteria. The criteria included the 2000 income eligibility guidelines, the total number of children 18 years or younger within a Census Block Group (CBG), and of those children, the total number at or below 185% of poverty. The Census Bureau also calculated the percentage of children 18 years or younger at or below 185% of poverty compared to the total number of children 18 years or younger. One of the more critical pieces of information in the Census data is the calculated percentage. The increased level of detail available using CBG data can help to more clearly identify the "pockets of poverty" that the legislation intended. Sponsors wishing to use census data to determine site eligibility should request assistance and specific step-by-step guidance from their State agency.

There may be certain circumstances that warrant the use of census data to establish area eligibility even when current-year local school data is available. Some of these circumstances include:

- The potential site is located in a rural area, where geographically large elementary school attendance areas obscure localized "pockets of poverty," which can be identified through the use of CBG data.

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- Available current-year school data shows an area to be close to, but under, the 50 percent threshold, and the CBG data may reveal specific portions of the school's attendance area that are SFSP eligible.
- Mandatory busing has affected the percentage of free and reduced price eligibles in neighborhood schools, and the school is unable to "factor out" the pupils bused in from other areas and provide the sponsor with data on the percentage of free and reduced price eligibles living in the school's immediate neighborhood.

In any of these circumstances, use of the local CBG data contained in the computerized special tabulation may help the State agency assist sponsors to more precisely document the area eligibility of their proposed sites.

2. Documenting Closed Enrolled Site Eligibility

Sponsors can document an enrolled site's eligibility by:

- Obtaining lists of names and eligibility status of enrolled children for free and reduced price meals from schools where the participants receive school lunch or breakfast; or
- Asking the parent or guardian of each enrolled child to complete an income eligibility form. At least 50 percent of the enrolled children must be from households that meet the income eligibility guidelines (See Attachment 9); or
- Using "area" eligibility data for the location of the site, rather than using the income eligibility form documenting that at least half of the enrolled children at each site are eligible for free or reduced price meals. **(This option is not available for camps.)** (SFSP Policy: Closed Enrolled Sites, November 17, 2002).
- Sponsors may also document site eligibility using school-based eligibility data. Parental consent forms are not required in order for the local School Food Authority (SFA) to provide this information to SFSP sponsors.

As part of the application process, sponsors of closed enrolled sites must provide the State agency with:

- a statement of how they intend to document SFSP eligibility, using one of the methods listed above;
- an estimate of the total number of children enrolled at the site; and
- an estimate of the number of children enrolled at the site who are documented as eligible for free or reduced price school meals,

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Sponsors of closed enrolled sites must have the following information on file at the site:

- records of the total number of participants enrolled at the site; and
- list(s) of income eligible participants provided by the school system; or
- the actual eligibility forms for income eligible children.

Income Eligibility Forms
(7 CFR 225.15(f))

Using the Income Eligibility Form:
The Income Eligibility Form (IEF), found in Attachment 9, is a multi-program prototype that was designed by USDA/FNS to determine the income eligibility of applicants for Child Nutrition Programs.   For the SFSP, the Income Eligibility Form may be used by closed enrolled sites and camps to determine the income eligibility of enrolled participants. The information collected on the Income Eligibility Form includes household size and household income or the case number for benefits received under the Food Stamp Program; the Temporary Assistance to Needy Families (TANF); or the Food Distribution Program on Indian Reservations (FDPIR). Sponsors may also use alternate forms developed by themselves or the State agency as long as the same information is captured as found on the Income Eligibility Form in Attachment 9.

Using Head Start Eligibility Forms:
In some cases, sponsors can use documentation of income-eligible Head Start participants, provided and certified by a Head Start grantee, to document the eligibility of the SFSP closed enrolled sites. Sponsors should contact their State agency if they have questions on the use of Head Start eligibility forms for this purpose.

Here are some examples of acceptable use of Head Start forms:

- ⇒ a school food authority sponsoring SFSP that uses automatic eligibility for Head Start enrollees for school meal programs;
- ⇒ a community action agency that operates several programs, including SFSP and Head Start; or
- ⇒ a local government agency that operates Head Start during the school year and sponsors SFSP during the summer.

Workforce Investment Act Participation:
Applicants that participate in the Workforce Investment Act (WIA) program are considered categorically income-eligible for the SFSP (SFSP Policy: Categorical Eligibility of Job Training Partnership Act/ Workforce Investment Act Participants, May 23, 2000). The WIA, which replaced the Job Training Partnership Act (JTPA) program in July 2000, is designed to link local labor market needs and community youth programs and service. For purposes of establishing SFSP eligibility, sponsors must obtain either:

⇒ a signed free and reduced price SFSP meal application with a notation that the applicant is a WIA participant; or
⇒ a list containing the names and ages of individual WIA participants enrolled at that site and signed by a WIA official.

Military Privatized Housing

The housing allowance for military personnel living in privatized housing has been permanently excluded from consideration as income when determining household eligibility for free and reduced-price meals. "Privatized housing" refers to the *Military Housing Privatization Initiative*, a program operating at a number of military installations. It is important to note that this income exclusion is only for service members living in housing covered under the Initiative. It is not an allowable exclusion for households living off-base in the general commercial/private real estate market. (SFSP Policy: Reauthorization 2004: Implementation CN 1, July 1, 2004.)

Other Data

If sponsors are unable to document the need of their area or site(s) by using sources such as current-year school data, recent census tract or block group data, enrollment data, or serving migrant children, they should consult with their State agency about the possibility of using other types of data (e.g., local zoning data, housing authority information, economic surveys, etc.) to document their site(s) eligibility.

Also, sponsors offering the program at sites located on Indian reservations may obtain and submit statistics on the population from one of the 12 Bureau of Indian Affairs area offices.

Frequency of Site Eligibility (7 CFR 225.6(c) (3) (i)(B))

Sponsors whose open or open restricted sites have qualified on the basis of school data must submit documentation every three years. If a sponsor has used census data in previous years, then documentation need only be submitted when new census data is available, unless the State agency requests more recent data from another source. Sponsors using other data sources must document site eligibility annually.

Special
Types of Sites

1. Camps: Residential and Nonresidential
(7 CFR 225.2 definitions, 225.6(c)(2)(i)(J), and 225.6(c)(3)(i)(D)) -
Residential summer camps and nonresidential day camps that offer a regularly scheduled food service as part of an organized camping program for enrolled children may participate. In addition, nonresidential day camps must offer a continuous schedule of organized cultural or recreational programs for enrolled children and can only participate as sites under eligible sponsoring organizations.

Unlike other types of sites, camps do not have to establish income eligibility at the 50 percent level, which open, restricted open or closed enrolled sites must do. Instead, camps are reimbursed only for meals served to children who meet the income eligibility criteria.

In order to determine enrolled children's eligibility, State agencies may require camp sponsors to use the Income Eligibility Form (Attachment 9) or a State agency equivalent form. Please see the discussion on page 10 about income eligibility forms.
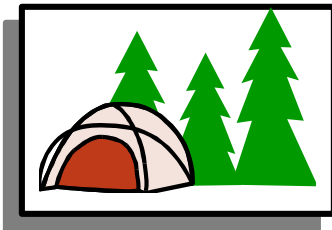
Sponsors of camps are not required to submit the individual households' approved eligibility forms to the State agency. However, they must maintain the original approved forms for all eligible children in separate files for each camp session. In addition, the forms must be available for review by the State agency.

Sponsors of residential and nonresidential camps must provide the State agency with the number of children enrolled in each session at each camp site who have been determined eligible for reimbursable SFSP meals. This information must be submitted at the time the sponsor's claim for reimbursement is submitted or at an earlier time specified by the State agency.

> Camp sponsors receive reimbursement only for meals served to campers who have been individually determined eligible for free or reduced price school meals.

2. Migrant Sites (7 CFR 225.6(c)((2)(i)(K))
Migrant sites are eligible for participation in the SFSP. To confirm migrant status, sponsors must submit information obtained from a migrant organization which certifies that the site serves children of migrant workers to document its eligibility. If the site also serves non-migrant participants, the sponsor must certify that the site

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predominantly serves migrant children.

> Sponsors of migrant sites are reimbursed for program meals served to ALL attending children. 👉

3. NYSP Sites (7 CFR 225.2 definitions and 225.6(c)(2)(i)(I))
A National Youth Sports Program (NYSP) site may qualify for the program by:

- Determining that 50 percent of the children enrolled reside in geographical areas where poor economic conditions exist;

- Determining that 50 percent of the children enrolled meet the income eligibility guidelines for free or reduced price school meals; or

- Certifying in writing that it meets the income eligibility guidelines of the Department of Health and Human Services (DHHS), which is the primary grantor for NYSP.

The DHHS income eligibility standards for participation in NYSP are stricter than those used to determine eligibility for free or reduced price meals. To qualify for participation in NYSP under DHHS rules, at least 90 percent of the enrolled children must be at or below the Federal income poverty guidelines. Thus, if a site meets this standard and qualifies for DHHS funding, then it will qualify for participation in the SFSP as well.

In addition to certifying in writing that the site meets DHHS income eligibility guidelines, sponsors must review NYSP records to verify that the information is correct.

4. Continuous School Calendar /Year-Round Sites (7 CFR 225.2 Definitions)
A "continuous school calendar" is defined in the SFSP regulations as a situation in which all or part of the student body of a schools is (a) on a vacation for periods of 15 continuous school days or more during October through April and (b) in attendance at regularly scheduled classes during most of May through September.

Some school districts use a calendar that provides less than 15 days for off-track periods. In these situations, State agencies may waive the 15-continuous school day requirement provided that the school system is

operating regular class sessions (i.e., not summer school or remedial classes for a portion of the student body) on a year-round basis.

When schools operate on a year-round, or continuous school calendar, the SFSP may offer meals throughout the year to pre-school children and off-track students (i.e., year-round students on vacation at times other than the summer). These sites may be open or closed enrolled sites, located in the school or at other locations.

If operated as an open site at a location other than the school, the meal service must be open to the entire community and must be eligible based on school or census data. In these situations, sponsors are not expected to exclude on-track students, that is, students that are attending school and are not on vacation. Sponsors should plan for or prepare for additional meals and consider adding more site staff to supervise the meal service.

If the site is operating as closed enrolled, meals may be served only to enrolled preschool children and off-track students (at least 50 percent of enrolled participants must be eligible for free or reduced price school meals).

If a year-round site is located in the school, sponsors must be careful not to "double claim" meals or claim SFSP rates for meals served to on-track students participating in the NSLP. Schools that operate both year-round SFSP and school lunch or school breakfast should establish different meal services for the year-round and on-track populations, keep separate meal counts, and develop cost allocation plans for proper proration of overhead and administrative costs between the programs.

5. Upward Bound Programs
In some cases, Upward Bound programs may be eligible for participation in the SFSP. Sponsors can use documentation of income-eligible Upward Bound participants, provided and certified by an Upward Bound grantee, to ducment the eligibility of the SFSP closed enrolled sites, residential or non-residential camps. Upward Bound income applications may be used in lieu of the Income Eligibility Form (IEF) to determine income eligibility for all SFSP participants; both programs have an income eligibility threshold of 185% of the national poverty guidelines (SFSP Policy: Eligibility of Upward Bound Sites, May 26, 2004). For example, an income eligible Upward Bound participant is considered income eligible in the SFSP while an Upward Bound participant who is not income eligible for that program would not be considered income eligible in the SFSP. Sponsors should contact their State agency if they have questions on the use of Upward Bound

eligibility forms for this purpose.

Here are some examples of acceptable use of Upward Bound forms:
> ⇒ A college or university operates the SFSP in conjunction with Upward Bound during the summer; or
> ⇒ A local government agency that operates Upward Bound and sponsors SFSP during the summer.

Sponsor Participation in Other Child Nutrition Programs

The Special Milk Program (SMP)

Sponsors may elect to operate the SFSP at some of their sites while operating the SMP at other sites. However, a single site cannot simultaneously participate in the SFSP and the SMP.

Sponsors electing to administer the SMP must enter into a separate agreement with the State agency to operate the SMP at those sites or at those times when they are not participating in the SFSP. The State agency can provide information on operating the SMP.

Child and Adult Care Food Program (CACFP)

CACFP institutions which have sufficient changes in their activities or enrollment or develop a separate food service program for children who are not enrolled in their CACFP, and meet SFSP eligibility criteria, may be approved to participate in the SFSP. Institutions that are approved for both the CACFP and the SFSP must ensure that the same children are not served meals in both programs. Separate records must be kept for each program.

For more information about child nutrition programs, visit the Food and Nutrition Service website at: www.fns.usda/fns.

How Does the SFSP Work in Summer School?

If a sponsor intends to operate the Program at a site where an accredited summer school program is in session, the sponsor must ensure that the food service is open to all children residing in the area served by the site. If a summer school site is not open to the children of the community and provides meals only to enrolled summer school students, the site is not eligible to participate in the SFSP. In this situation, the meals may be reimbursed through the National School Lunch Program and School Breakfast Program.

If a school is only offering enrichment courses that are not considered part of the academic curriculum and do not require mandatory attendance, the school may be eligible to participate in the SFSP as an open or enrolled site.

Chapter 2--Evaluating and Selecting Sponsors and Sites

In this chapter, you will find specifics on:

- what to look for when selecting your program sites;
- your operating limitations;
- the Sponsor/Site agreement; and
- requirements to meet before you open the sites.

Priorities for Selection of Sponsors (7 CFR 225.6(b)(5))

Confusion and waste result when two or more sponsors compete for the same sites or for serving participants in the same geographical area. Since such an overlap in service conflicts with program objectives, the State agency usually approves only one sponsor to serve a target population. When determining which of the competing sponsors will serve a target population, the State agency must give priority to:

1. local school food authority sponsors;

2. government and private nonprofit organization sponsors that have successfully operated the Summer Food Service Program in a prior year;

3. new government sponsoring organizations; and

4. new private nonprofit organization sponsors.

Note: If you feel you have a unique situation, contact your State agency for additional assistance when competition poses a significant problem in your area.

Evaluating an Area
It is important that a sponsor adequately evaluate the needs and resources of the area(s) it hopes to serve prior to making final plans for site operations. In particular, a sponsor should try to determine the type and size of the program that would best meet the needs of the community. As part of the inquiry into the community's needs, a sponsor should:

- ask parks and recreation centers about their summer recreation programs;
- contact youth organizations, including YMCAs, YWCAs, Boys and Girls Clubs, and scout troops about their summer plans;
- contact your local food bank or pantry to ask about opportunities
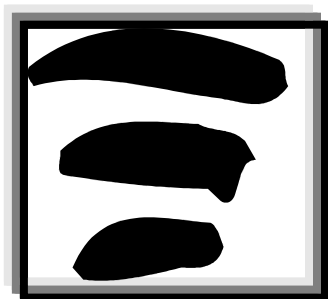
to partner in the community

- contact minority referral sources and relevant minority organizations in the prospective site area;
- contact other groups and organizations in the area that may be planning to participate in the SFSP;
- contact local parent groups to determine the level of parental support; and
- ensure that the site is eligible.

After sponsors have made these initial contacts in any area(s) they hope to serve, they will have an easier time evaluating different sites and deciding on the size of their operations. Sponsors will have to make three especially important decisions. They must:

- select the particular sites where they will serve meals to participants, closely examining the circumstances if they plan to have several sites in the same neighborhood;
- decide how many sites they will sponsor during the summer; and
- determine how many participants they will serve at each site they sponsor.

If sponsors take particular care in making these decisions before their programs start, they may be able to prevent problems that could arise later. Consider consulting your State agency if you have further questions.

Selecting Sites Since sponsors must assume administrative and financial responsibility for total program operations at all sites under their supervision, they must be certain that a site can offer a quality meal service before they decide to sponsor that site. The following paragraphs outline several major issues that should be considered when the sponsor evaluates sites. A Pre-Operational Site Review/Site Selection Worksheet is included in the Reference Section as Attachment 26 and may be useful to sponsors in determining a site's suitability.

Meal Service Facilities

Sponsors are responsible for choosing the most appropriate facilities available for food service. If sponsors prefer onsite meal preparation, they should visit all sites to:

- make sure that sites are properly equipped with the appropriate facilities and equipment for meal preparation and service for the anticipated number of participants; and

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- check that sites can meet State and local public health standards and have or can obtain the required health department certification. The sanitation or health inspector from the local health department can assist in complying with State and local rules and regulations.

Because of the many variables at different sites, the kinds of equipment that will be needed will vary based on the number of participants being served and the type of menu being prepared. Attachment 8 provides a chart to assist in determining whether the equipment available is adequate. During the visit determine the condition of the equipment and, if appropriate, delegate responsibility for maintenance and repairs.

Whether a sponsor plans to have the meals prepared or delivered by a food service management company, school food service, or a central kitchen, the food preparation, holding and delivery capabilities should be checked.

Sponsors should determine whether meals will be served and consumed inside or outside. If regular meal service is outdoors, sponsors must make sure there is adequate indoor space for meal service during inclement weather.

Mobile Feeding Sites in Rural Areas

Traditionally, urban SFSP sites are located in schools, playgrounds, parks, churches, community buildings, or similar places. However, it can be exceedingly difficult for SFSP sponsors to locate their sites in such places in rural areas. Rural populations may be very dispersed, rural schools are far less likely to be open during the summer months, and organizations often cannot utilize traditional spaces as used in urban settings.

Even though the regulations permit the use of operating funds to transport children in rural areas to rural sites, it is not always cost-effective to transport children from the countryside to a site located in a rural town. Transporting meals to children in rural areas on busses, rather than requiring children to be transported to a meal service site, is an effective means of providing SFSP meals.

Therefore, FNS has permitted and even encouraged the use of non-traditional means of feeding children in rural areas. If you plan to operate the SFSP in a rural area, please check with your State agency for innovative and effective practices of providing "mobile" meals or other practical techniques. (Policy #17-99: "Mobile Feeding Sites" in Rural Areas,

February 12, 1999.)

Site Supervision

According to program meal service requirements, sponsors should assess how much supervision will be necessary to ensure proper program operations. These supervisory needs will differ from site to site. For mobile feeding sites, extra precautions should be utilized to ensure the safety of the food being provided to children. Proper holding temperatures must be maintained along the entire meal delivery route, and State and local health and safety standards must always be met.

Serving Capacity

Sponsors need to determine the maximum number of participants who can be served at any of the sites. When estimating the number of participants to be served at each site, you should consider three factors:

- the site's administrative capabilities;
- the physical capacity at each site for serving participants; and
- the number of participants living in the area of each site who are likely to participate.

The importance of estimating as accurately as possible the number of participants each site will serve cannot be overemphasized. You can plan your programs adequately only when you know approximately how many participants you will serve (and therefore about how much total potential reimbursement you will receive). An excellent way for you to find out the potential number of participants is by contacting schools and children's organizations in the areas of your sites. Then determine the number of needy participants within a short walking distance of the site.

Site Activities

Children are drawn to locations that offer educational, enrichment and recreational activities, as well as sites that provide meals. Therefore, we strongly encourage you to select sites or plan your program in order to offer such organized activities. The following are examples:

√ Local libraries;
√ Swimming pools;
√ Faith-based organizations that offer religious study camp sessions;
√ Schools that offer various activities;
√ Boys and Girls Clubs;
√ Programs at colleges and universities;
√ 4-H Clubs;
√ YMCAs; and
√ National Youth Sports Programs.

In addition, you should determine whether there are any year-round public service programs in the community that might serve as sites. These sites will usually have facilities that can be used for the meal service and have a permanent staff.

Number of Sites

In addition to selecting the sites at which meals will be served, you have to decide how many sites you will administer. This decision will depend greatly on the need for a site in the area, your administrative capabilities as a sponsor, and the size of the programs at the sites. You must be sure to plan to operate programs that are consistent with the size of your administrative staff and the extent of your expertise. A small sponsor with limited administrative experience should carefully place limits on the number of sites where it will offer meals.

Operating Limitations

(7 CFR 225.6(b)(6))

- All sponsors, **except private nonprofit organizations**, may be approved for a maximum of 200 sites.

- All sponsors, **except private nonprofit organizations**, may be approved for a total average daily attendance at all sites of 50,000 participants.

  The State agency may approve exceptions to the above if the sponsor can demonstrate that it has the capabilities of managing a program larger than these limits.

- **Private nonprofit organizations** may be approved to operate up to 25 sites: urban, rural, or both. They may serve up to 300 participants at an approved meal service at any one site. Your State agency may grant a waiver to allow private non-profit sponsors to serve up to 500 children at any one site; however, only the regional office may approve a waiver to allow a private non-profit sponsor to operate more than 25 sites or serve more than 500 children at any one site. To be approved for the waiver the sponsor must demonstrate that it is fully capable of managing more than 25 sites or sites with more than 300 children. In addition, the State agency should ensure that a sponsor will not duplicate coverage of areas served by another sponsor.

Sponsor/Site Agreement

If you plan to administer a multi-site operation with sites that are not under your direct administrative control, you should enter into an agreement with the site supervisor or responsible site official. (Such agreements do not apply to Federal, State, local, municipal, or county government sponsors or private nonprofit organizations which must directly operate the program at all sites under their sponsorship.) The agreement should list, in specific terms, the responsibilities of the site

supervisor for the food service program, which will make it easier for the site supervisor to understand their duties. However, the agreement does not relieve you as the sponsors of final administrative and financial responsibility for operating the SFSP at the site.

Sponsors should not select sites where site supervisors have had a poor performance record in past summers and where supervisors were unable to institute timely corrective action. Depending on the nature of these problems, the State agency may not approve such sites for the Program.

A sample Sponsor/Site Agreement form is included in the Reference Section as Attachment 11.

Pre-operational Requirements

Health and Sanitation

When sponsors have chosen their prospective sites, they must:

- notify the health department in writing of all prospective site locations; and

- arrange for prompt and regular trash removal.

Pre-Operational Site Visits

Prior to approval, sponsors must visit all new sites and any sites that had operational problems last year. These visits are to determine that the sites have the facilities to provide meal service for the anticipated number of participants in attendance and the capability to conduct the proposed meal service. Sponsors should note the date of the pre-operational visit to each site and the name of the person who visited each site. Attachment 26 provides a sample form that can be used to record pre-operational visit information. When they apply for the SFSP, sponsors will have to certify that all required site visits have been conducted. If sponsors wish, monitors may complete the required pre-operational visits. These pre-operational visits must not be confused with required site visits during the first week of program operations (**see Part II, Chapter 2 -- Monitoring for a further discussion of these site visits**).

Chapter 3 - Meal Service

In this chapter, you will find information on:

- different methods to provide meals;
- meal pattern requirements for the meals you serve;
- what to do with leftovers;
- meal service requirements; and
- summer food safety rules.

Before the State agency approves the Program application, a sponsor will have to indicate the method it will use to provide meals to participants. Several factors such as the cost of food, the number of meals required, the type of meal service, the number and type of sites, and the facilities available at each site will influence the sponsor's choice.

Sponsors may choose from several methods of providing meals. They may either:

- prepare and assemble their own meals;
- obtain meals from a school food authority; or
- obtain meals from a food service management company.

Sponsor Meal Preparation

(7 CFR 225.2 definitions)
Many sponsors choose to prepare their own meals, which allows the sponsor to have maximum control over the quality of preparation. Depending on the facilities available at its sites, a sponsor may prepare meals at each site location or at a central kitchen. Preparing meals at the site requires that each site have adequate kitchen and storage facilities. Sponsors preparing meals at a central kitchen must decide how they are going to distribute the meals from the central kitchen to the sites, and safely store them until meal service. Sponsors preparing or assembling their own meals either at each site or at a central kitchen will receive higher administrative reimbursement rates. (See Attachment 18 for a sample food production worksheet.)

Purchasing Meals From Schools

(7 CFR 225.15(b))
If sponsors choose not to prepare meals for their sites, they may enter into a noncompetitive agreement to purchase meals from a school food authority which does not obtain meals or management services from a food service management company. Most schools have meal preparation and service facilities since they serve meals to children during the school year. Also, experienced school food service

personnel are often available for summer jobs. If meals for the summer program will be prepared in schools that participate in the National School Lunch Program (NSLP) or School Breakfast Program (SBP), the State agency can permit the service of meals that meet the requirements of these programs rather than the SFSP meal patterns.

If a sponsor wishes to exercise this option, a request for permission should be submitted to the State agency along with the application for program participation. Sponsors that wish to obtain their SFSP meals from a school should contact their local superintendent of schools, or the principals of local nonprofit private schools. (**See the Vended Sponsor's Guide for additional information on soliciting local schools**.)

Such an arrangement will require either a written agreement or a contract between the sponsor and the school food authority. Attachment 7 in the Reference Section includes a sample agreement between the school and sponsor to furnish prepared meals.

Purchasing Meals From a FSMC

(7 CFR 225.6(g)(2))
All SFSP sponsors may choose to contract with a food service management company or with a school to obtain their meals. Generally, sponsors may **not** contract with a school using a food service management company. However, it may be permissible if the school's Invitation for Bid and/or the contract with the food service management company included the provision of SFSP meals.

Consult the Vended Sponsor's Guide for additional information. It explains the various requirements and procedures that such sponsors must follow when they are contracting with a food service management company.

Commodities

(7 CFR 225.9(b))
Sponsors preparing meals onsite or at a central kitchen, those purchasing meals from a school food authority that participate in the NSLP, and "school food authority" sponsors that procure their SFSP meals from the same food service management company that competitively provided their most recent NSLP and/or SBP meals are eligible to receive donated commodities under the SFSP. The State agency will provide information about currently available commodities to all eligible sponsors.

Unitized Meals   **(7 CFR 225.6(h)(3))**

Food service management companies and school food authorities contracting to prepare SFSP meals must provide unitized meals to the sponsors' site(s) unless the State agency has approved a waiver of the unitized meal requirement. The unitized meal requirement specifies that the meal components (except the milk or juice) must be packaged, delivered, and served as a unit. Milk or juice, which may be packaged and provided separately, must be served with the meal and only such complete meals are reimbursable.

Number and   **(7 CFR 225.16(b))**
Type of Meals

Regular Open and Enrolled Sites

With State agency approval, sponsors may serve up to two meals or one meal and one snack each day. Allowable meal combinations include:

- Breakfast only
- Lunch only
- Snack only
- Supper only
- Breakfast and lunch
- Breakfast and snack
- Breakfast and supper
- Lunch and snack
- Supper and snack
- Two snacks

Camps and Migrant Sites

With State agency approval, sponsors may serve up to three meals each day or two meals and one snack. Allowable meal combinations include:

- Breakfast, Lunch, Supper
- Breakfast, Lunch, and Snack
- Lunch, Supper, and Snack
- Any combination of meals or snacks that is less than the maximum number allowed

Meal Pattern Requirements

(7 CFR 225.16(d))

The goal of the SFSP is to serve nutritious meals that meet meal pattern requirements and that are appetizing to participants. Careful menu planning is necessary to meet this goal. The meal pattern requirements assure well-balanced meals that supply the kinds and amounts of foods that children require to help meet their nutrient and energy needs. The meal patterns establish the minimum portions of the various meal components that must be served to each child in order for the participating sponsor to receive reimbursement for each meal.

For a breakfast to be a reimbursable meal it must contain:

- one serving of milk;
- one serving of a vegetable or fruit or full-strength juice; and
- one serving of grain or bread.
- A meat or meat alternate is optional.

For a lunch or supper to be a reimbursable meal it must contain:

- one serving of milk;
- two or more servings of vegetables and/or fruits;
- one serving of grain or bread; and
- one serving of meat or meat alternate.

For a snack to be a reimbursable meal it must contain two food items. Each item must be from a different food component. However, juice cannot be served when milk is served as the only other component.

The following chart shows the required food components for each meal type with the minimum required serving sizes. This chart is also provided as Attachment 4.

Summer Food Service Program Meal Patterns

Food Components	Breakfast	Lunch or Supper	Snack[1] (Choose two of the four)
Milk			
Milk, fluid	1 cup (8 fl. oz.)[2]	1 cup (8 fl. oz.)[3]	1 cup (8 fl. oz.)[2]
Vegetables and/or Fruits			
Vegetable(s) and/or fruit(s)	½ cup	3/4 cup total[4]	3/4 cup
or			
Full-strength vegetable or fruit juice or an equivalent quantity of any combination of vegetables(s), fruit(s), and juice	½ cup (4 fl. oz.)		3/4 cup (6 fl. oz.)
Grains and Breads[5]			
Bread	1 slice	1 slice	1 slice
or			
Cornbread, biscuits, rolls, muffins, etc.	1 serving	1 serving	1 serving
or			
Cold dry cereal	3/4 cup or 1 oz.[6]		3/4 cup or 1 oz.[6]
or			
Cooked pasta or noodle product	½ cup	½ cup	½ cup
or			
Cooked cereal or cereal grains or an equivalent quantity of any combination of grains/breads	½ cup	½ cup	½ cup
Meat and Meat Alternates	(Optional)		
Lean meat or poultry or fish or alternate protein Product [7]	1 oz.	2 oz.	1 oz.
or			
Cheese	1 oz.	2 oz.	1 oz.
or			
Eggs	1/2 large egg	1 large egg	1/2 large egg
or			
Cooked dry beans or peas	¼ cup	½ cup	¼ cup
or			
Peanut butter or soynut butter or other nut or seed butters	2 tbsp.	4 tbsp. [8]	2 tbsp.
or			
Peanuts or soynuts or tree nuts or seeds	1 oz.	1 oz.= 50%[8]	1 oz.
or			
Yogurt, plain or sweetened and flavored	4 oz. or ½ cup	8 oz. or 1 cup	4 oz. or ½ cup
or			
An equivalent quantity of any combination of the above meat/meat alternates			

For the purpose of this table, a cup means a standard measuring cup.
Indicated endnotes can be found on the next page.

Endnotes

1. Serve two food items. Each food item must be from a different food component. Juice may not be served when milk is served as the only other component.

2. Must be served as a beverage, or on cereal, or use part of it for each purpose.

3. Must be served as a beverage.

4. Serve two or more kinds of vegetable(s) and/or fruit(s) or a combination of both. Full-strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement.

5. All grain/bread items must be enriched or whole-grain, made from enriched or whole-grain meal or flour, or if it is a cereal, the product must be whole-grain, enriched or fortified. Bran and germ are credited the same as enriched or whole-grain meal or flour.

6. Either volume (cup) or weight (oz.) whichever is less.

7. Must meet the requirements in Appendix A of the SFSP regulations.

8. No more than 50 percent of the requirement shall be met with nuts or seeds or their butters (example: peanut butter). Nuts or seeds or their butters shall be combined with another meat/meat alternate to fulfill the requirement. When determining combinations, l oz. of nuts or seeds is equal to 1 oz. of cooked lean meat, poultry, or fish.

Meal Pattern Exceptions
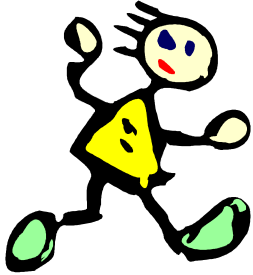
SFSP sponsors may, in certain cases, be approved to serve meals that meet the meal pattern requirements of other Child Nutrition Programs:

Infant Meals (7 CFR 225.16(f)(2))

Because an infant's first year's dietary needs are individually prescribed and may be more complicated than those for toddlers and older children, sponsors must receive prior approval from the State agency to serve meals to infants 1 year of age and younger. All meals served to infants must comply with infant meal pattern requirements in Section 226.20(b) of the Child and Adult Care Food Program (CACFP) regulations. Your State agency can assist you in making sure that your meals comply with these requirements if you serve infants.

Meals for Children Aged 1 to 6 (7 CFR 225.16(f)(2))

SFSP regulations allow for the adjusting of meal portion sizes for younger children. The sponsor must demonstrate to the State agency that it can control portion sizes and follow the age-appropriate meal pattern requirements for children in Section 226.20(c) of CACFP regulations.

Meals for Children Aged 12 to 18 (7 CFR 225.16(d))

The meal patterns specify the minimum portion of each food component for each meal or snack. Because teenagers have greater food needs, sponsors may serve adult-size portions to older children. Adult-size portions may be found in Section 226.20(c) of the CACFP regulations. Also, as a reminder, extra food may always be served to improve the nutrition of participating children (that is, in addition to the food necessary to meet the meal pattern requirements).

Meals Prepared in Schools (7 CFR 225.16(f)(1)(i))

Schools participating in NSLP or SBP are accustomed to preparing meals that meet Federal nutritional requirements. Sponsors serving meals that are prepared in schools may, with prior State agency approval, use the meal requirements of those programs instead of the SFSP meal patterns. Sections 210.10 and 210.10(a) of NSLP regulations and Sections 220.8 and 220.8(a) of SBP regulations describe requirements for school meals.

Offer Versus Serve (7 CFR 225.16(f)(1)(ii))

Offer versus serve (OVS) in SFSP can simplify Program administration for school-sponsored sites while maintaining the nutritional integrity of the SFSP meal that is served. All school sponsored sites -regardless of the location of the sites- may use OVS in SFSP.

When utilizing the OVS provision in the SFSP, the School Food Authority (SFA) must comply with the same rules provided in the NSLP regulations. The following rules apply:
- Depending on which menu planning system is used during the school year (NuMenus, Assisted NuMenus, or food-based menu systems), the utilization of the OVS rules must govern;
- OVS provision may be implemented for breakfast, lunch, or supper only (i.e., the OVS provisions do not apply to snacks);
- The school must have utilized OVS during the school year when serving NSLP meals; and
- The school must offer a complete meal to SFSP participants (i.e., all required food items/components must be offered and children must not be urged to decline components).

School sponsors operating breakfast programs at school sites that want to implement OVS must follow SBP meal requirements. Otherwise, the nutritional content of the breakfast may be compromised. (SFSP Policy #7-99: Meals Prepared in Schools and Permissible Use of Offer Versus Service, December 4, 1998; Welfare Reform Advisory Memo #3: Changes to SFSP Mandated by the PRWO Act of 1996; January 27, 1997).

Leftover Meals or Components

(7 CFR 225.15(b))
All sponsors must plan, prepare or order meals, with the objective of providing one meal per child at each meal service, and must ensure that entire meals and food components are not often left over and unusable. You will want to minimize the amount of waste and unusable leftovers.   Some suggestions for avoiding loss or at least reducing the amount of loss are discussed below:

- Sponsors should be monitoring sites' reports of the number of participants attending the sites and the number of meals being delivered to sites to reduce waste and cost.

- A limited number of second meals **served as a unit** can be claimed for reimbursement, as long as the total number of second meals does not exceed 2 percent of first meals served by

the sponsor for all sites during the claiming period.

- Extra meals can be transferred, if allowed by the local health code, from a site with too many meals to a site with a shortage, keeping in mind that meals in excess of the receiving site's approved meal level are not reimbursable.

- Designate a "sharing table" or stations where participants may return whole items that they choose not to eat, provided that this is in compliance with local and State health and safety codes. These items are then available to other participants who may want additional helpings. This practice may be facilitated by serving meal components so that they can be easily "recycled." For example, if sandwich halves are wrapped separately, a child can return an uneaten half to the sharing table. Please check with your local health department or food service codes regarding "sharing tables."

- Where equipment is available, complete meals and nonperishable components that remain on a sharing table can be stored under refrigeration for subsequent service. Please note that all recycled food items must be stored in accordance with local health codes, and must be documented.

- The form of the food should be suitable to the age of the participants so that it can be easily consumed within the meal service period. For example, if fruit is cut into smaller pieces it is easier for young children to eat.

Sponsors may still find their sites with leftover meals or food items, despite honest efforts to prepare or order the appropriate number of meals, adjust portion sizes, encourage consumption of all meal components, and refrigerate leftovers for later service. Other options for avoiding waste and disposing of leftovers should be explored. If health and food service codes permit, such options could include donations to homeless shelters, food pantries, or other types of facilities which serve meals or distribute food to needy persons. Sponsors electing to do so should request guidance from the State agency on including the cost of such donated meals or components in their total operating costs for claiming purposes.

Requirements
for Meal Service

(7 CFR 225.6(e), 225.15(b), and 225.16)

In addition to serving meals that meet meal pattern requirements, you must be certain that they comply with the following rules when serving meals at each of their sites:

- Serve the same meal to all participants. (This means all participants receive a meal meeting the meal pattern requirement, not that all meals must be identical in every component.)
- Except where permitted by the State agency, ensure that participants eat all meals **on-site**. Your State agency may allow items from the fruit/vegetable component of the meal pattern to be taken off-site. Sponsors should check with State agency staff before allowing any fruits or vegetables to be taken off-site. If the State agency permits this practice, sponsors may allow this option for sites. However, sponsors should allow this only at sites where there is enough staff to monitor this practice. Finally, site personnel must be sure to supervise all participants on the site while they are eating meals.
- Ensure that all participants in attendance at the site receive one meal before any child is served a complete second meal, or any adult meals are served (other than those to participating, eligible disabled adults).
- Adhere to local health and sanitation regulations.
- Make adequate arrangements for food service during inclement weather if meals are usually served at an outdoor site.
- Serve meals during the times of meal service submitted on the Site Information Sheet and approved by the State agency. The State agency must approve any changes in meal service times.

Supper Meal Service Exceptions

State agencies have been permitted to approve SFSP sponsors to serve suppers in place of lunches in certain circumstances. In some cases:
- An area is eligible for the program but sites, meal preparation facilities, or staff are not available for a lunch meal service; or
- An organization has developed late-afternoon or evening programs for children in low-income areas to keep them occupied in the summer months, but do not have sufficient resources to provide children with meals.

Therefore, State agencies may approve a sponsor to serve a supper in place of a lunch when it is feasible and appropriate. Except for camps and migrant sites, sponsors will not be allowed to serve a supper and a

lunch at the same site. (SFSP Policy #15-99: Supper Meal Service; February 2, 1999).

Serving Meals
Family Style

Serving family style meals can help participants develop good eating habits through the personal example provided by supervising adults. A family style meal service can work well at camp sites if adults are available to assist children during the meal and if staff and children are together for an extended period of time to provide a relaxed, stable environment conducive for teaching good eating habits. Family style service should not be used at other types of sites.

If a family style service is allowed by State agencies at camp sites, sponsors should make sure that:

- Enough food is placed on each table to provide minimum portions of all required meal components;
- Some amount of each required component must be placed on each participant's plate and the minimum amount required by the meal pattern must be offered; and
- Staff should actively encourage participants to accept the full portion during the meal.

For more information on family style service, consult FNS Instruction 783-3, rev. 1, Family Style Meal Service in the Summer Food Service Program."

Field Trips in the SFSP

- Formal approval for a sponsor to plan and implement a field trip is a State agency requirement. If the sponsor or site is planning a field trip that affects the time or location of the meal service, the sponsor must notify the State agency and the vendor, in advance and in writing. Along with written notice of the field trip, it may be helpful to the State agency for sponsors to provide a calendar with their application (if known in advance) of scheduled field trips.

- Sponsors must notify the State agency of any changes (additions and/or cancellations) to scheduled field trips.

- If the State agency is not notified prior to the field trip, meals served may be considered "consumed off-site" and not be reimbursed.

- Sponsors must carefully insure the safety and quality of the meals by using adequate storage equipment to transport them.

Time Restrictions

(7 CFR 225.16(c))

In addition to making sure that meals served meet the meal pattern requirements, sponsors should be aware of time restrictions for meal service. **Except for residential camps, as a sponsor you must ensure that:**

- 3 hours elapse between the beginning of one approved meal service (including snacks) and the beginning of another.
- 4 hours elapse between lunch and supper when a migrant or day camp site serves lunch and supper, with no afternoon snack between the two meals.
- Supper must begin before 7:00 p.m. (unless the State agency grants a waiver) and, in all cases, must end by 8:00 p.m.
- The serving period for lunch and supper should not exceed 2 hours.
- The serving period for breakfast and snacks should not exceed 1 hour.

Note: If you feel that any of these rules present a barrier to participation in SFSP, please contact your State agency for an exception request to the general rule. The State agency must always ensure that food safety and oversight are adequate. (SFSP Policy: Flexibility of Time Restrictions on Meal Service, January 29, 2002).

- Arrange for delivery if the meals are not prepared at the site and arrange for storing the meals according to standards prescribed by local health authorities until meal time. If the meals are not prepared onsite, the State agency will not approve meal service at that site unless either:

    - meals can be delivered no more than 1 hour prior to the beginning of the meal service, or

    - proper facilities exist onsite for storing the food.

Keep These Food Safety Rules in Mind

- Keep hot foods HOT! (Keep food at 140 °F or above)

- Keep cold foods COLD! (Refrigerate or chill food at 40 °F or below)

- Keep frozen food in a freezer at 0 °F or lower.

- Be sure thermometers are available and use them properly.

- Cook hazardous foods to proper internal temperatures. Use a meat thermometer.

- Do not partially cook food one day and complete cooking the next day.

- Prepare sandwiches and salads with a minimum amount of handling. Use disposable plastic gloves.

- Promptly refrigerate or freeze leftovers. Divide large quantities into smaller containers or use shallow pans, and cover loosely for quick cooling. Once cooled, tightly cover and date leftovers.

- Reheat leftovers to at least 165 °F.

- Maintain proper holding temperatures, 140 °F or above.

- Thaw poultry and meat in a refrigerator and not on counters. Refreeze only if ice crystals are still present.

- Never let perishable food reach a temperature between 40 °F and 140 °F. Discard food if it does.

- Keep meals and milk not being served at the time in the refrigerator or cooler at a temperature of 40 °F or below. Hot meals should be in a warming unit or insulated box at a holding temperature of 140 °F or more.

- Empty garbage cans daily. They should be kept tightly covered and thoroughly cleaned. Use plastic or paper liners.

- Remember that you cannot determine food safety by sight, taste, odor, or smell. If there is *any* doubt, throw the food away.

- Follow instructions exactly on how to use and clean kitchen equipment.

- Train food service employees on the safe use of all types of equipment and on personal hygiene.

- Keep a fire extinguisher and first-aid kit handy and instruct all personnel in their use.
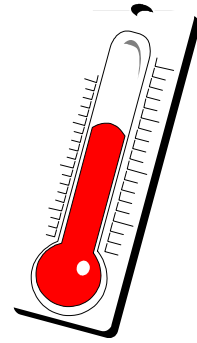
Chapter 4 – Staffing

In this chapter, you will find information on:

- determining the staff members needed to effectively run your program; and
- what the staff members responsibilities are.

The size and type of a sponsor's Summer Food Service Program (SFSP) will dictate many of the sponsor's staffing needs. Depending on a sponsor's program, many positions will require only part-time employment, particularly in the planning and close-out phases. The need for record-keeping personnel varies according to the size of the program. To meet program monitoring requirements, USDA recommends one monitor for every 15 to 20 sites in urban areas. The number of monitors necessary for rural sites may increase depending upon the geographic area to be covered. Also, varying opening and closing dates of individual site operations affect staffing needs. In every case, however, the sponsor must provide adequate personnel for overall program management and monitoring.

Staff Duties For guidance on staff duties, refer to the list of responsibilities by position that follows. Small programs will not need a different person for each of the duties described. Sponsors needing more specific staffing guidance should consult their State agency.

Director's Responsibilities

- o Attend State agency training
- o Provide overall management and supervise the SFSP
- o Select sites
- o Submit applications/agreements to State agency
- o Correspond with State agency
- o Coordinate with other agencies and conduct outreach efforts
- o Hire, train, and supervise staff
- o Arrange for food preparation or delivery
- o Ensure that all monitoring requirements are met
- o Adjust meal orders
- o Submit reimbursement vouchers
- o Ensure civil rights compliance
- o Handle all agreements and contracts, bidding, and negotiations with vendors for purchased meals

Assistant Director's Responsibilities (large program only otherwise these duties should be undertaken by the Director)

- Provide initial and ongoing training for sponsor and site personnel
- Design forms for record-keeping purposes
- Maintain liaison with vendor to adjust meal delivery
- Check reimbursement vouchers
- Maintain time and attendance records of staff
- Maintain records on number of meals served

Area Supervisor's Responsibilities (very large program only; otherwise these duties should be undertaken by the Director or Assistant Director).

- Schedule monitors' visits
- Check monitors' reports
- Prepare weekly summaries of monitoring efforts
- Provide ongoing training for monitors
- Visit sites with monitors
- Determine need for and following through on corrective action
- Review the meal counts submitted by sites for unusual meal count patterns, e.g., first meals always or usually equals meals delivered

The area supervisor is in charge of several monitors and reports site problems to the director or assistant director.

Bookkeeper's Responsibilities
- Maintain records on the following:
  - Daily site reports, invoices, and bills
  - Food costs
  - Labor costs
  - Administrative costs
  - Other costs
  - Program income
- Prepare reimbursement vouchers
- Prepare payroll
- Purchase office supplies

Monitor's Responsibilities

- o Check onsite operations to ensure that site personnel maintain records
- o Ensure the program operates in accordance with the requirements
- o Visit all sites within the first week of food service operations
- o Review food service operations of all sites within the first 4 weeks of operation
- o Prepare reports of visits and reviews
- o Revisit sites as necessary
- o Suggest corrective actions for problems encountered
- o Ensure that the site takes corrective actions
- o Conduct onsite training as necessary

The monitor visits sites on a regular basis and observes meal service operations. At a minimum, one monitor is needed for every 15 to 20 sites. **See Part II, Chapter 2 -- Monitoring of this guide, for more details**.

Monitors are critical to the successful operation of your SFSP sites. They are your "eyes and ears", providing valuable feedback to you about how the sites are operating by visiting sites on a regular basis and observing meal services. As such, monitors are administrative staff, and you must account for their salaries and other expenses as administrative costs. (For more information about categorizing costs, see Part II, Chapter 5, Recordkeeping.)

Site Supervisor's Responsibilities

- o Serve meals
- o Clean up after meals
- o Ensure safe and sanitary conditions at the site
- o Receive and account for delivered meals
- o Ensure that participants eat all meals onsite
- o Plan and organize daily site activities
- o Implement alternate food service arrangements during inclement weather
- o Take accurate meal counts (at point of service unless an alternate system that provides an accurate count has been approved by the State agency)

Chapter 5 -- Application

In this chapter, you will find specifics on:

- applying to become a SFSP Sponsor;
- how applications are approved;
- what to check for on the program agreement before signing;
- what happens if an application is denied;
- what a sponsor may appeal; and
- a planning checklist.

Potential sponsors must submit an application to the State agency before the agency's deadline date. Applicants should be certain that they have filled out the application completely and that they have forwarded all of the necessary supporting documentation to the State agency. Incomplete applications will cause a delay in approval of the sponsor.

Requirements   **(7 CFR 225.6(c))**

There have been some changes in Federal regulations in the area of application requirements for SFSP sponsors. One change is that Federal regulations (7 CFR 225.6(c)(1)) now allow State agencies to exempt standard application procedures for those sponsors that want to provide program benefits in times of emergencies (i.e., unanticipated school closures from October through April or at any time during the year for an area with a continuous school calendar). These sponsors may be exempted from filing an application if they have participated in the SFSP in the current year or in either of the two previous calendar years.

Federal regulations (7 CFR 225.6(c)(2) and (3)) also allow State agencies to vary application requirements based on their assessment of sponsors' experience or expertise in operating the program. For new sponsors or those sponsors that have had operational problems, a State agency will require more detailed information on the site information sheets. For other sponsors that the State agency considers to be experienced in operating the program, less information may be required. Since this regulatory change is optional, not all State agencies may adopt this variation in application processing.

A list of application requirements cannot be all-inclusive, since variations occur with each State agency and with the nature of different food services. However, the following list indicates the basic application requirements that sponsors must satisfy.

1. **Submit documentation of tax-exempt status** under the Federal Internal Revenue Code of 1986 if they are private nonprofit entities. <mark>**Note: SFSP regulations do not require church sponsors to obtain Federal tax-exempt documentation; however, please check with your State agency for documentation requirements.**</mark>

2. **Demonstrate adequate administrative and financial responsibility to manage an effective food service.**

3. **Provide a site information sheet for each proposed site.** The site information sheet includes documentation of eligibility and meal service times and capabilities for each site, or, if the sponsor qualifies as a camp, documentation of the number of participants enrolled in its program who are eligible for free or reduced price school meals.

   (See also Part I, Chapter 1 – Eligibility for documenting open, restricted open, and closed enrolled site eligibility.)

4. **Provide a written policy statement on free meals.** This policy statement, which must be approved by the State agency explains that:

   - meals are free to enrolled participants who are documented as eligible for free or reduced price school meals according to the income eligibility guidelines for the NSLP and SBP; and

   - the same meal is served to all enrolled participants regardless of reimbursement status and without discrimination against any child because of race, color, national origin, sex, age or disability.

   Camps that charge separately for meals must also:

   - explain that the camp uses USDA's eligibility standards for family size and income levels at the level of reduced price school meals;
   - describe how the camp accepts income eligibility applications from campers and assure that children 'whose families receive food stamp, FDPIR, or TANF benefits are automatically eligible for free meals;
   - describe how the camp will collect payments from children who must pay the full price for their meals and how the camp ensures that children receiving free meals are not overtly identified;

- assure that the camp has a hearing procedure for families who want to appeal a denial for eligibility of free meals; and

- assure that if a family requests a hearing, the child will continue to receive free meals until a decision is made by the hearing official.

5. **Sign a contract with the Missouri Department of Health and Senior Services.**

6. **Media release.**

   In Missouri, the media release is done for you by the Missouri Department of Health and Senior Services; however, you may wish to do your own local news release as well. If so, you may obtain a sample media release, if needed, by calling Community Food and Nutrition Assistance (CFNA) at 888-435-1464.

   The purpose of the media release is to announce the availability of free meals, the nondiscrimination policy, and complaint procedures if an individual wishes to file a complaint for violation of non-discrimination policy. Enrolled sites and camps must include the reduced price income eligibility guidelines in the media releases. Participants who are part of households that receive food stamps, FDPIR, or TANF benefits are categorically eligible for free meals. However, TANF households are categorically eligible only if the States' TANF program utilizes income eligibility criteria at or below what was used in AFDC.

   In addition to the information that is required to be included in the media release, we encourage sponsors to include other relevant information, such as activities that will be provided for participants at the SFSP sites.

7. **Submit a complete management plan that includes staffing needs and an administrative budget**. Sponsors will need to indicate the number of people who will be working in each position, the number of hours per day each will work, and the total estimate for employee salaries, including hourly wages and fringe benefits. Sponsors should complete their administrative budgets after estimating the potential amount of Program payments they will receive during the summer. (**See Part II, Chapter 4 for more information on how to estimate Program income**.)

8. **Apply for advance payments**. These are payments that may be

received before the program begins to pay for administrative and operating costs that are incurred before the program starts. **(Advance payments are explained in detail in Part II, Chapter 4 -- Program Payments.)**

9. **Certify that a training program will be conducted for monitor and site personnel**. Include information explaining when the training will be held and the topics that will be discussed. (**Part II, Chapter 1 -- Training contains an in-depth explanation of this training requirement**.)

10. **For sponsors that plan to use a food service management company to provide meals, provide a copy of the invitation for bid; for sponsors that plan to use a school food authority to provide meals, provide the proposed agreement**. Sponsors should also submit plans for advertisement for bids, if they intend to contract with a food service management company.

11. **Apply for start-up payments if they are available, and if the sponsor wants to receive them**. Start-up payments are described in Part II, Chapter 4 -- Program Payments.

12. **Certify that they will directly operate the food service at each of their sites if the sponsor is a governmental unit or a private nonprofit organization**.

Deadline for Submitting Applications

(7 CFR 225.6(b)(1))
The Missouri deadline for submitting a written application to operate the SFSP in the summer months is May 15, 2006, or 30 days prior to the start of your program, whichever is *earlier.* Earlier deadlines apply if you wish to receive commodities in May or June (consult the application packet cover letter located at http://www.dhss.mo.gov/dnhs_pdfs/R_SFSP_App_Cover_Ltr.pdf for more information). Sponsors that apply to operate the program during emergencies are exempt from application deadlines.

| **Approval of** | **(7 CFR 225.6(b)(3)** |
| **Applications** | During the approval procedure, the State agency will communicate with the sponsor's director in writing and by phone. If the application is incomplete, the State agency must notify the applicant within 15 days and help the applicant complete the application process. The State agency must approve or deny any **complete** application within 30 days of receiving the **complete** application. |

State - Sponsor Contract

(7 CFR 225.6(e))

At the time it approves sponsors to operate the program, the State agency will complete and sign a program contract with each sponsor. The contract should be read carefully before being signed, since it is a legally binding document that specifies the rights and responsibilities of both the sponsor and State agency. When they receive the completed contract back from the State agency, sponsors should be certain to check the following items:

- **The approved administrative budget** -- this budget will include the levels of potential administrative costs approved by the State agency and will be based on the budget submitted by the sponsor. The approved budget does not imply in any way that sponsors will be reimbursed for the full amount of each budgeted item, but rather specifies the areas of administrative costs that will be allowable. If a sponsor finds that the levels approved in the administrative budget are inadequate, it may amend the budget with the approval of the State agency. However, all costs must be documented in order to be claimed.

- **The approved list of sites** -- the agreement will include a list of approved sponsor sites. Only meals served and consumed at these sites will be eligible for program reimbursement. Sites may be added or deleted later with the approval of the State agency.

- **The approved meal service(s) at each site** -- the agreement will specify the type(s) of meals approved for each site. You will not receive any reimbursement for the service of any meal type that is not approved by the State agency.

- **The approved time of meal service** -- the agreement will include the approved time of meal service for each site. Sponsors will not receive reimbursement for meals served outside of meal service times unless approved by the State agency.

- **The approved level(s) of meal service for each site serving vended meals** -- the agreement will include an approved

maximum level of meals for each type of meal service at each vended site. (This approved meal level is discussed in Part III -- Food Service Management Companies of this guide.) Those meals served that exceed the approved level at any meal service will not be eligible for reimbursement. If you determine that an approved level is too low, you should seek an adjustment by contacting the State agency.

Most important, you will be able to receive reimbursement **only** for meals that are served **after** they have been approved for program operations. Sponsors must be certain that they have been approved **before** they begin their meal service.

Before program operations begin, sponsors must submit to the State agency a copy of their letter notifying the local health department of their intention to provide a food service at specific times at planned sites.

Appeal Rights

(7 CFR 225.6(b)(3) and 225.13)
Any sponsor that is denied participation in the program may obtain a review by an official other than the one directly responsible for the original determination. At the time of the denial, the State agency must tell the sponsor who to contact for a review.

You may also appeal the following State agency actions:

- denial of sponsor's request for an advance payment;
- denial of a sponsor's claim for reimbursement (except on decisions made by FNS with respect to late claims or upward adjustments);
- termination of a sponsor's (or a site's) participation in the program;
- denial of a sponsor's site application;
- if applicable, denial of a food service management company's application for registration or the revocation of a food service management company's registration;
- claim against a sponsor for remittance of a payment; and
- refusal by the State agency to forward to FNS an exception request by the sponsor for payment of a late claim or a request for an upward adjustment to a claim.

Planning Checklist

A checklist which summarizes the planning activities described throughout Part I of this guide is included as Attachment 10.

Chapter 6 – Questions and Answers

1. **What requirements must I meet to become a sponsor
    of the Summer Food Service Program?**

    The first requirement is that your sponsoring organization must be a
    public or private nonprofit school food authority, or a public or
    private nonprofit college or university, or a public or private nonprofit
    residential summer camp, or a unit of local, county, municipal State
    or Federal Government, or any other type of private nonprofit
    organization. Also, all sponsors must be tax exempt and must
    demonstrate the administrative and financial ability to manage a food
    service effectively. In addition, most sponsors must provide a year-
    round public service to the area in which they intend to provide the
    SFSP.

2. **At what types of sites can meals be served?**

    Meals can be served at open, restricted open, closed enrolled, migrant,
    or NYSP sites, or at residential or nonresidential camps.

3. **Are there any pre-operational requirements I must fulfill once I
    have chosen my prospective sites?**

    Yes. Once prospective sites have been chosen the health department
    must be notified in writing of all prospective site locations and
    arrangements for prompt and regular trash removal must be made.
    Further, all sites must be visited to determine that they have the
    facilities to provide meals for the anticipated number of participants
    in attendance and the capability to serve SFSP meals.

4. **What are my choices of meal preparation methods to use when
    providing meals to children?**

    Sponsors may choose from several methods of meal preparation when
    providing meals. They may either prepare and assemble their own
    meals, or obtain meals from a school food authority, a food service
    management company, a commercial for-profit company or a private
    non-profit organization.

5. **How many and what type of meals can I serve each day?**

   Open, restricted open, or closed enrolled sites may be approved to serve up to two meals each day, either breakfast and lunch or lunch and a snack. Camps and sites serving primarily children of migrant families may serve up to three meals or two meals and one snack with State agency approval.

6. **What are the meal pattern requirements for the meals I serve to children?**

   The goal of the SFSP is to serve nutritious meals that meet meal pattern requirements and that are appealing to **children**. The meal pattern establishes the minimum portions of each component that need to be served to each child for a reimbursable meal. Breakfast must contain one serving of milk, one serving of a vegetable or fruit or full-strength juice and one serving of grain or bread. A meat or meat alternate is optional. A lunch or a supper must contain one serving of milk, two or more servings of vegetables and/or fruits, one serving of grain or bread and one serving of meat or meat alternate. A snack must contain two food items from different food components. However, juice cannot be served when milk is served as the other component. See the meal pattern chart in this part to see required food components for each meal type and the minimum required serving sizes.
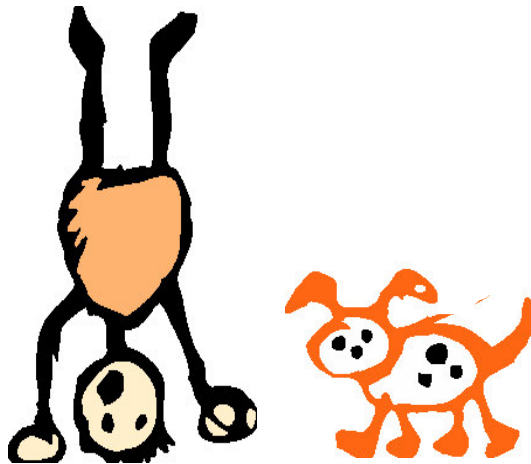
7. **What are the other requirements for the meals I serve to children?**

Besides serving meals that meet meal pattern requirements, sponsors must be certain that: all children eat all meals onsite (unless the State agency allows the fruit/vegetable component to be taken off-site and the sponsor approves sites with adequate supervisory staff), and all participants receive one meal before any child is served a complete second meal. Also, sponsors must adhere to local health and sanitation regulations, make adequate arrangement for food service during inclement weather, serve meals during the approved times of meal service and notify the State agency if the site is planning a field trip.

8. **Are there time restrictions for any of the meals I serve?**

Yes. Except for residential camps, sponsors must ensure that 3 hours elapse between the beginning of one approved meal service (including snacks) and the beginning of another. Also, 4 hours must elapse between lunch and supper when a migrant or day camp site serves lunch and supper with no afternoon snack between the two meals. Further, supper must begin before 7:00 p.m. (unless the State agency grants a waiver) and, in all cases, must end by 8:00 p.m. The serving period for lunch and supper must not exceed 2 hours and the serving period for breakfast and snacks must not exceed 1 hour.

9. **What things should I consider when deciding my staffing needs?**

It is very important for the sponsor to provide adequate personnel for overall Program management and monitoring in order to fully comply with Program requirements. Depending on a sponsor's program, many positions will require only part-time employment, particularly in the planning and close-out phases. The need for record keeping personnel varies according to the size of the program. To meet Program monitoring requirements, USDA recommends one monitor for every 15 to 20 sites in urban areas. The number of monitors necessary for rural sites may increase depending upon the geographic area to be covered. Also, varying opening and closing dates of individual sites affect staffing needs. In every case the sponsor must provide adequate personnel for overall Program management and monitoring.

10. **What do I need to do to apply to participate in the SFSP?**

On the Internet, go to http://www.dhss.mo.gov/sfsp/Forms.html and click on SFSP Application Packet. If you do not have access to the Internet, call the Missouri Department of Health and Senior Services at 888-435-1464 to request a paper application packet. Be sure to submit the application to the Missouri Department of Health and Senior Services before the May 15, 2006 deadline. Applicants should be certain that they have filled out the application completely and that they have forwarded all the necessary supporting documentation. Incomplete applications will cause a delay in approval of the sponsor.

11. **What happens when I'm approved to participate in the SFSP?**

When a sponsor is approved to participate in the SFSP, the Missouri Department of Health and Senior Services will complete and sign a program contract with the sponsor. The contract should be read carefully before being signed, since it is a legal binding document that specifies the rights and responsibilities of both the sponsor and the State agency.

12. **How often can I add sites?**

Generally, a sponsor may add sites to its program at any time during the approved operational period. However, the sponsor must provide the State agency with all the necessary information on each additional site at least 5 days prior to beginning operations at the site, AND receive approval **before** claiming meals at the new site(s).

PART II -- ADMINISTERING THE PROGRAM

Once sponsors are approved they must operate the Summer Food Service Program (SFSP) according to:

- Federal regulations;
- SFSP instructions, circulars and guidance materials; and
- applicable State and local laws.

See Attachment 5 for a list of current SFSP Federal Guidance. Check with your State agency about any changes in SFSP policies.

Chapter 1 -- Training

In this chapter, you will find information on:

- training requirements for you and your staff; and
- specific training needs for administrative staff, site staff, and monitors.

Training is one of the sponsor's major administrative responsibilities. A smoothly operating program will require that training be provided by sponsors throughout the summer. A comprehensive training effort, including weekly or biweekly meetings on program requirements, will help to make certain that monitor, site and administrative personnel are performing according to program regulations, that all meals will be eligible for reimbursement, and that accurate and adequate records are available to document the costs and meals claimed.

To enhance this training effort, a communications network (both internal and external) should be established with the State agency, the school vendor or food service management company, the in-office staff members, the monitors, and the site staff. For example, meetings and telephone contacts with site and monitor staff will provide them with opportunities to ask questions about and discuss site operations, and will give sponsors a chance to provide specific training on any problem area. In addition, discussions of job descriptions and explanations about the organizational structure enable staff members to understand their own responsibilities as well as those of their coworkers.

Sponsor Requirements	**(7 CFR 225.7(a) and 225.15(d)(1))**

You are required to attend State agency training and then train both your administrative staff and site staff before they undertake their responsibilities. However, sponsors that provide SFSP meals during emergency school closure situations (from October through April or anytime of the year in an area with a continuous school calendar) may be exempted from the State agency annual training. Because these staff groups have different program responsibilities, most sponsors will want to offer two different training sessions so that they can stress each group's specific functions. All staff should receive a letter or flyer announcing the date, time, location, and importance of attending the training session that has been planned for their particular function. You should also remind staff shortly before the date of the session. For each training session that you offer to your administrative and site staff, you must record the date, names of the attendees, and document the topics covered. See Attachment 12 for training checklists for administrative, monitor, and site staff training sessions.

Administrative Staff

(7 CFR 225.15(d)(1)

The training session that you offer your administrative staff will explain the responsibilities and duties of all sponsor personnel who are helping to administer the SFSP at the sponsor level. These personnel include the office staff (assistants, clerks, bookkeepers, and secretaries), area supervisors, and most importantly, monitors.

The specific training needs of sponsor administrative staff will vary, so you may need to cover specific areas of the training in greater depth with different employees. However, all your training for administrative staff should cover the following topics and use the training materials listed in the sample outline. This outline is also provided in the Reference Section as Attachment 12.

1. Begin with general explanation of the program, emphasizing the following topics (use Administrative Guidance for Sponsors).

    a. Purpose of the program
    b. Site eligibility
    c. Record-keeping requirements
    d. Organized site activity
    e. Meal requirements
    f. Nondiscrimination compliance

2. Describe how the program will operate within the framework outlined in this guide (use the menu schedule, sample delivery receipts and

sample daily reporting forms for sites).

     a. How meals will be provided
     b. The delivery schedule (if applicable)
     c. What records are kept and what forms are used

3. Outline the specific duties of monitors (use monitor review form and visit report and the mileage log).

     a. Conducting site visits/reviews
     b. Sites for which they are responsible
     c. Monitoring schedule
     d. Reporting procedure
     e. Follow-up procedure
     f. Office procedures

Monitor Personnel

Monitors should be present at both the site and administrative training meetings to ensure a good grasp of program operations at both levels. The sponsor must provide monitors with thorough training because only those monitors knowledgeable in program requirements and duties will be able to provide the kinds of feedback that a sponsor must have. Since the monitors role is so important for proper program operations and full reimbursement, sponsors should conduct a separate training session for monitors that highlights their specific functions. This training should outline the specific duties of monitors including:

1. Sites for which they will be responsible
2. Conducting site visits/reviews
3. Monitoring schedules
4. Reporting/recordkeeping procedures
5. Follow-up procedures
6. Office procedures
7. Local sanitation and health laws
8. Civil rights
9. Reporting of racial/ethnic data
10. Considerations for personal safety, if necessary

This training outline may be found in Attachment 12. Materials to use include the site visit and review forms, monitor mileage log, and Monitor's Guide.

Site Staff   **(7 CFR 225.15(d)(1)**
SFSP regulations require that no food service site may operate until personnel at the site have attended at least one of the sponsor's training sessions. (Note: State agencies may waive this requirement for sponsors that provide program benefits during emergency situations from October through April or at anytime in an area with a continuous school calendar.)

Sponsors must document the attendance at site training sessions and schedule additional sessions for those staff who are absent. Regulations also require that at least one person who has been trained by the sponsor be present at each of the sponsor's sites during the time of the meal service. This means that if a site supervisor who has attended the sponsor's training session resigns during the summer, the sponsor is responsible for ensuring that the new site supervisor receives all necessary training before taking charge of the site.

At a minimum, sponsors should be certain that they cover the following topics in the training session for site personnel. (See Attachment 12 for this training outline.)

1) Begin with general explanation of the program (use Administrative Guidance for Sponsors).

   a. Purpose of the program
   b. Site eligibility
   c. Necessity for accurate records
   d. Importance of organized activities at sites

2) Describe how the site will operate.

   1. For sites obtaining meals from food service management companies, school food authorities or sponsor's central kitchen:
      1. meal pattern requirements and types of meal service offered (use planned menus);
      2. delivery schedules (exact times);
      3. adjustments in the delivery amount;
      4. facilities available for storing meals;
      5. who to contact about problems (provide sponsor's name and telephone number); and
      6. approved level of meal service.

2. For sites where meals are prepared onsite:
    1. meal pattern requirements;
    2. inventory (use inventory forms);
    3. meal adjustments (use production records); and
    4. meal preparation adjustments.

ii. Explain record-keeping requirements.
    a. Daily record-keeping requirements
    b. Delivery receipts (sample forms)
    c. Seconds, leftovers and spoiled meals
    d. Daily labor -- actual time spent on food service and time and attendance records
    e. Collection of daily record forms
    f. Maintain copies of meal service forms

iii. Outline the Monitor's responsibilities (use monitoring forms).
    1. Duties and authority
    2. Areas of assignment and introduction to site supervisors

iv. Explain Civil Rights requirements (use Site Supervisor's Guide).

6) Explain other miscellaneous policy (use sponsor's policy).

    1. Problems of inclement weather and alternate service areas
    2. Problems with unauthorized adults eating program meals
    3. Problems with discipline
    4. Review of equipment, facilities, and materials available for organized recreational activities
    5. Review of trash removal system
    6. Corrective action
    7. Nutrition education

Accurate Point-Of-Service Counts Are Critical!

It is critical that site personnel and monitors understand the importance of accurate point-of-service meal counts. Meal counts should represent only the number of meals actually **served** to participants. Only complete meals **served** to eligible participants can be claimed for reimbursement. Therefore, meals must be counted at the actual point-of-service (i.e., meals counted as they are served) to ensure that an accurate count of meals served is obtained and reported. Counting meals at the point-of-service also allows site personnel to ensure that complete meals are served.

Meal Count Forms

Attachments 13, 15, 16, and 17 are sample meal count forms and are in the Reference Section. Attachment 13 is for camps only. Attachment 15 is a daily meal count form. Attachment 16 is a weekly, consolidated meal count form.

Attachment 17 is a consolidated form for 20 operating days (one month) that also provides guidance on calculating reimbursable second meals.

The training session attendance sign-in sheet for site personnel can be used by sponsors to assemble a list of the signatures of the site supervisors and assistants who are responsible for signing daily records. As a sponsor, you should then keep this list at your office to use when reviewing the records returned by the sites.

You should also send a notice of the site training session to local health inspectors so that they have an opportunity to attend the training and become more familiar with the food service operations. If any site receives meals through a food service management company or school food authority, you should also invite the company or school representatives to attend the training and participate in the discussion of menus and delivery schedules.

Chapter 2 -- Monitoring

In this chapter, you will find information on:

- what the monitoring requirements are;
- sample monitoring reports; and
- what to look for when reviewing reports.

An efficient and capable monitoring staff is essential for any sponsor's program to be successful. A monitor serves as a direct link between the sponsor's headquarters and the actual food service sites. Establishing a workable monitoring system will help to prevent problems from occurring and will make it much easier to correct any problems that arise during the summer. The size of the monitoring staff will, of course, depend on the size of the sponsor's program. (**This is discussed in Part I, Chapter 4 -- Staffing.)**

The sponsor must ensure that the authority and responsibilities of its monitors are clear to the monitoring staff, site supervisors, and office personnel. Monitors must ensure that the site operates the program according to program guidelines. Monitors must understand program requirements, including civil rights requirements, must train site personnel when necessary, and must spend enough time at each site to be sure of proper program operations. The monitor should also have a supply of all necessary forms.

Visits and Reviews

When monitors observe program operations at sites, they will usually make either a "visit" or a "review." A site "visit" requires a monitor to ensure that the food service is operating smoothly and that any apparent problems are immediately resolved. These site visits must not be confused with the pre-operational visits. A site "review" requires the monitor to determine if the site is meeting all the various program requirements. To accomplish this, a monitor will have to observe a complete meal service from beginning to end. This includes delivery or preparation of meals, the meal service, and clean up after meals. A sample Pre-operational Site Review form is included as Attachment 26 in the Reference Section. Sample Site Review Forms for Self-Preparation Programs and for Vended Programs are also included in the Reference Section as Attachments 27 and 28.

Requirements

(7 CFR 225.15(d)(2) and (3))
Sponsors must ensure that they meet minimum monitoring requirements. Summer Food Service Program regulations require:

- **Pre-operational Visits** – Sponsors must visit all new and problem sites before they may begin operations. These visits are required to make sure that the sites have facilities to provide meal services for the number of participants expected to attend.
- **Site Visits (7 CFR 225.15(d)(2))**-- Sponsors must visit all sites at least once during the first week of operation. However, State agencies may waive this requirement for sponsors on a site-by-site basis, provided that the sites operated successfully in the previous year and have an experienced program staff person at each of the sites for which the waiver is requested. (SFSP Policy: Requirement for First-Week Visits in the SFSP for Non-School Sponsors; March 1, 2002).
- **Site Reviews (7 CFR 225.15(d)(3))**-- Sponsors must review all sites at least once during the first 4 weeks of program operations. After this initial period, sponsors must conduct a "reasonable" level of monitoring. If a site operates less than 4 weeks, the sponsor must still conduct a review.

For a "visit", a monitor need not be present during the entire meal service as opposed to a "review" which would require a monitor to be present before, during and after the meal service to observe all aspects of the site's operations.

If any problems are found at the sites, prompt action must be taken to correct the problems. Monitors should follow-up on problems found in previous reviews and inspections by the health department and document that corrections were made. Also, monitoring must continue throughout the summer at a level sufficient to ensure that sites comply with program regulations.

Reports

All visits and reviews must be documented. Records of visits and reviews will help sponsors assess the operation of their sites. Records are only useful, however, when they are carefully reviewed by sponsor personnel and when follow-up monitoring is scheduled to ensure that any suggested corrective actions have been taken to improve site operations.

Each sponsor must, therefore, design a system for handling monitor reports. Sponsors should have a system that will ensure that monitors return reports frequently -- if possible every day. The reports should be immediately reviewed by a specific member of the sponsor's staff who is responsible for following up on any problems. The staff member should:

- review any problems found by the monitor;
- call the site supervisor, if necessary;
- document corrective action taken at the site;
- schedule a follow-up review, if necessary; and
- sign and date the report.

The sponsor review official will have to base the timing of a follow-up review on the severity of the problem.

Reviewing Reports

When sponsors or their staff review monitor reports, they should also pay attention to the quality of the reports. There are several indicators that may be apparent in the monitors' reports that may suggest the monitor's lack of program knowledge or the monitor's misunderstanding of his or her responsibilities. A monitor is very likely to need additional training if:

- not all questions on the report are answered;
- the monitor rarely notes problems and does not include comments in the remarks section of the report;
- the monitor observes that the number of meals delivered or served and the number of participants who are in attendance are always the same and yet does not follow-up on this suspicious pattern to see if meal counts are really being taken;
- the monitor recommends a corrective action and fails to note the action taken or fails to initiate correction of the problem(s); or
- the monitor fails to recommend adjustments in meal orders when the number of meals exceeds attendance;
- the monitor arrives at sites late and/or the monitor does not stay for the entire meal service.

You must be sure that monitors schedule their visits and reviews so that they can meet the program requirements. This is particularly true for the sponsors with a large number of sites. A good monitoring schedule and an efficient system for the review and follow-up on the monitor's reports are necessary for effective program operations.

Chapter 3 -- Civil Rights

In this chapter, you will find information on:

- civil rights requirements; and
- racial/ethnic data you must collect at your sites.

Requirements   **(7 CFR 225.7(g) and FNS Instruction 113-8)**
All participating sponsors must inform potential participants, particularly minorities, of the availability of the Summer Food Service Program. In addition, all sponsors and their sites are required to:

- display in a prominent place at the site and in the sponsor's office, the nondiscrimination poster developed by USDA or approved by the Food and Nutrition Service;

- make reasonable efforts to provide information in the appropriate translation concerning the availability and nutritional benefits of the program;

- make program information available to the public upon request;

- include the nondiscrimination statement, and instructions for filing a complaint, in their public release and in any program information directed to parents of participants and potential participants;

- make sure that meals are served to all attending participants, regardless of their race, color, national origin, sex, age, or disability; and

- make sure that all participants have equal access to services and facilities at the site regardless of race, color, national origin, sex, age or disability.

Racial/Ethnic Data   Each year, every sponsor must determine the number of potential eligible participants by racial/ethnic category for the area served. This information may be obtained from census data or public school enrollment data.

The sponsor must also collect racial/ethnic category data each year by racial/ethnic category for each site under the sponsor's jurisdiction. Sponsors of residential camps must collect and maintain this information separately for each session of the camp. For all other sites, the sponsor must count the participants at least once during the site's operation. The sponsor may use visual identification to determine a participant's racial/ethnic category. For collection purposes, a participant may be included in the group to which he or she appears to belong, identifies with, or is regarded as a member of by the community.

The sponsor must retain data, as well as documentation for the data, for the required 3 years. The sponsor must use safeguards to prevent the data from being used for discriminatory purposes. Such safeguards include allowing access to program records containing this data only to authorized personnel. Sponsors should record this information in the Beneficiary Data section of the 1st/4th week Monitor Site Review Form (Attachment 27 or 28, as applicable).

Chapter 4 -- Program Payments
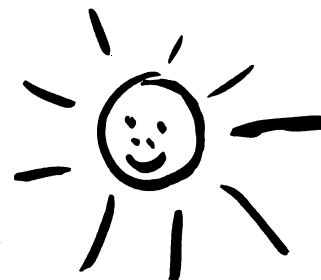
In this chapter, you will find information on:

- requirements for requesting advance payments;
- startup payments;
- what sponsors may claim for reimbursement;
- unallowable costs to the program;
- claims for reimbursement; and
- what's considered a non-reimbursable meal.

This chapter discusses the methods and procedures for program payments. These payments are the reimbursement that sponsors receive based on the number of meals they serve that meet SFSP requirements for reimbursement. Sponsors may receive reimbursement for the eligible operating and administrative costs they incur up to authorized reimbursement levels.

Advance Payments

(7 CFR 225.9(c))
When sponsors apply for the program, they may request advance payments for their total program costs, for their operating costs, or for their administrative costs. These payments are advances on the reimbursement that sponsors will receive for a month of operations and will be deducted from future reimbursement payments. The advances should help sponsors maintain a positive cash flow because they will have funds available to meet program costs as they arise throughout the month.

Advances for Operating Costs (7 CFR 225.9(c)(1))

Sponsors must request each advance payment for operating costs from the State agency at least 30 days before the payment dates of June 1, July 15, and August 15. If sponsors have participated in last year's program, the advance payments for operating costs will usually be based on the reimbursement they earned during the same month of the previous year. The State agency may also estimate advance payments as a percentage of anticipated costs. The State agency must receive certification that a sponsor (except for school sponsors) has held training sessions on program requirements for site and sponsor personnel before it will release the second month's operating advance to the sponsor. A sponsor may not receive an advance for operating costs in any month when it will not be operating for at least 10 days.

Advances for Administrative Costs (7 CFR 225.9(c)(2))

Sponsors must request each advance payment for administrative costs from the State agency at least 30 days before the payment dates of June 1 and July 15. Before the second month's administrative advance, sponsors must certify that they currently operate the number of sites provided for in the administrative budget, and that no significant change has occurred in their administrative costs since approval of the administrative budget. If sponsors operate the program less than 10 days in June but at least 10 days in August, they will be issued the second month's payment for advance administrative costs on August 15. Sponsors planning to operate the program for less than 10 days cannot receive advance payments for administrative costs.

If the State agency's monitoring or audits reveal that a sponsor may not be able to submit an adequate claim, then the State agency will not send the advance payment for the following month until the sponsor submits a valid claim.

Startup Payments

(7 CFR 225.2 definitions and 225.9(a))
The State agency may, at its option, provide the sponsor with a limited amount of startup payments (up to a maximum of 20 percent of the sponsor's approved administrative budget). These startup payments, which are deducted from later administrative reimbursements, are for administrative costs incurred in planning a food service and in establishing effective management procedures for that service. Sponsors may request the startup payments if they are available, when they apply for the program. If approved, the start-up payments may not be provided any earlier than two months before food operations begin. **Note: Startup payments are not available for the Missouri SFSP.**

**Program
Reimbursement**

(7 CFR 225.9(d))

Sponsors may claim reimbursement for operating and administrative costs. Any sponsor that receives startup or advance payments for administrative costs must claim administrative costs for reimbursement. Sponsors must maintain complete records to document all costs and meals they claim for reimbursement. **(The necessary records are discussed in Part II, Chapter 5 of this guide.)**

Reimbursements for Operating Costs (7 CFR 225.2 definitions and FNS Instruction 796-4, Rev. 4)

Allowable operating costs are those costs incurred by the sponsor for providing and serving meals to eligible participants and program adults. These costs include, but are not limited to, cost of food used, labor, nonfood supplies, and space for the food service.

> The amount of reimbursement to you as a sponsor for operating costs will be the **lesser** of:
>
> - actual net documented operating costs; or
>
> - the number of meals by type actually served to eligible participants multiplied by the appropriate rates of reimbursement for those meals.
>
> The State agency will be able to tell sponsors the current rates of reimbursement.

Reimbursements for Administrative Costs (7 CFR 225.2 definitions and FNS Instruction 796-4, Rev. 4)

The prorated share of the program's administrative costs are costs incurred by your organization for activities related to planning, organizing, and administering the program.

Payment to you as a sponsor for administrative costs will be the **lesser** of:

- actual net documented expenses incurred for administrative costs; or

- the number of meals by type actually served to eligible participants multiplied by the administrative rates for those meals; or

- the administrative budget that was approved by the State agency and included in the program agreement, along with any approved amendments to it.

The SFSP has two different levels of administrative reimbursement rates. The higher reimbursement rates are for sponsors of sites that prepare or assemble their own meals and for sponsors of sites located in rural areas. The lower rate is for all other sponsors.

A rural area is any area that is not part of a Metropolitan Statistical Area as defined by the Office of Management and Budget. With the approval of the State agency, an area may be defined as rural if it is a part of a Metropolitan Statistical Area, but is isolated from the urban center. The State agency will be able to provide information on whether sites are considered rural for program purposes.

The current administrative reimbursement rates are available from the State agency.

Camp Reimbursement

(7 CFR 225.9(d)(10) and 225.16(b)(1))
By law, camp sponsors can only be reimbursed for meals served to children who are eligible for free or reduced price meals according to the income guidelines for the National School Lunch and School Breakfast Programs. With State agency approval, camps may claim reimbursement for serving up to three meals or two meals and one snack to eligible children each day. Therefore, a camp may not claim reimbursement for snacks on days that it claims reimbursement for breakfast, lunch, and supper. Alternately, a camp may not claim reimbursement for a third meal on days that it claims a snack for reimbursement.

Camp costs are paid based on the percentage of children served who are eligible for free or reduced price meals. In the past, camps had to first determine what portion of their meals and food service costs were eligible for reimbursement, by computing two different adjustment factors: one enables sponsors to determine the number of reimbursable meals served, and the other enables sponsors to determine the percentage of operating costs that may be claimed for reimbursement based on the total allowable cost of their food service. Camps no longer have to compute these adjustment factors—the Missouri Department of Health and Senior Services' SFSP database computes these factors automatically as claims are processed.

Program Costs

Sponsors may only claim reimbursement for actual documented costs that are directly related to program operation and administration. All funds accruing to the program must be deducted from total costs. Funds accruing to the program include program income and other cash resources which must be used for SFSP purposes. Sources of funds that are earmarked for food service and counted as funds accruing to the program include:

- payment received from food sales to adults when the cost of the adult meal is not deducted from total operating costs;

- cash donations specifically identified for use in the program; and

- any Federal, State or local funds specifically provided to the program.

Unallowable Costs

(FNS Instruction 796-4, Rev. 4)
Unallowable costs are costs for which program funds may not be disbursed. They include, but are not limited to, the following:

- Bad debts, which are any losses arising from uncollectible accounts and other claims and related costs.
- Repayment of over-claims and other Federal debts.
- Contributions and donations including contingency reserves, USDA donated commodities and other donated food, labor, and supplies.
- Fines or penalties resulting from violations of, or failure to comply with Federal, State, or local laws and regulations.
- Entertainment and fund raising costs.
- Interest on borrowings, bond discounts, costs of financing and refinancing operations, and legal and professional fees paid in connection therewith.
- Costs resulting from an under-recovery of costs under other grant agreements.
- Administrative costs not included in the sponsor's budget as approved.
- Direct capital expenditures or option to purchase rental costs for: acquisition of land or any interest in land; acquisition or construction of buildings or facilities, or the alteration of existing buildings or facilities; non-expendable equipment of any kind; repairs which materially increase the value or useful life of buildings, facilities, or non-expendable equipment; and other capital assets including vehicles.
- Rental costs for periods beyond the close-out date for program

operation.

- Cost for excess meals, i.e., meals in excess of legitimate program adult meals and reimbursable meals, unless specifically approved by the State agency.
- Any other costs incurred which program officials determine to be in violation of applicable laws or regulations.
- The cost to purchase food (including coffee, etc.) for use outside of the SFSP.
- The cost of meals served to administrative adult personnel, or any other adults that are not in the operation of the food service.
- Meals served in violation of Program requirements; e.g. meals served outside approved serving time, meals or components consumed off-site, second meals served in excess of the 2% tolerance;
- Cost of spoiled or damaged meals;
- For vended sponsors, the cost of meals delivered by a food service management company to an non-approved site, or for meals not delivered within the agreed upon delivery time, meals served in excess of the approved CAP, spoiled or unwholesome meals, or meals which do not meet meal requirements or quality standards;

Claim for Reimbursement

Sponsors receive their program payments based on claims for reimbursement that they submit to the State agency. Sponsors assume complete responsibility for all of the information they submit on their claims. Claims for reimbursement must only reflect meals that meet SFSP requirements and are actually served to eligible participants during the claiming period, and the actual costs that are associated with those meals. There are four major types of data that sponsors must report on their claim for reimbursement forms:

- **Meal Counts** -- Based on records that are regularly submitted by the sites, you must report the number and type of first and second meals served to all participants; sponsors of camps need to report the meals served to eligible children only. However, the total number of second meals claimed cannot exceed 2 percent of the number of first meals, for each type of meal served during the claiming period. State agencies can provide further guidance on serving second meals and on those situations where seconds will not be reimbursed. A sample Meal Count Worksheet for Camps is included as Attachment 13 and a sample Consolidation Form for 1st and 2nd Meals is included as Attachment 17.

- **Operating Costs** -- Based on your operating cost records, you must report the cost of food used, the cost of labor, and the other costs directly incurred in preparing and serving meals.

- **Administrative Costs** -- Based on your administrative cost records, you must report the costs related to administering the program -the program's share (if those costs are being claimed).

- **Program Income** -- Based on State agency requirements, you may need to report the amount of money that has accrued to your food service program.

After the reimbursement claim form is completed, as a sponsor you must then sign the form and send it to the State agency as soon as possible within the month following the month covered by the claim. **Claims will not be paid if they are submitted more than 60 days after the last day of the month covered by the claim.** The State agency may impose a shorter deadline for submission of the claim within the 60-day requirement. Revised claims which reflect an increased reimbursement amount must be submitted within
90 days.

State agencies may allow sponsors to consolidate claims in the following ways:

- 10 days or less in their initial month of operations with the claim for the subsequent month;
- 10 days or less in their final month of operations with the claim from the preceding month; or
- up to 3 consecutive months may be combined, as long as the combined claim only includes 10 days or less from the first and last month of program operations (i.e., a total of 20 extra days).

If you operate for less than 10 days in the final month, you must combine the claim for the final month with the claim for the previous month. This combined claim must be submitted to your State agency within 60 days of your last day of operation. (SFSP Policy, May 15, 2000; Authority for Sponsors to Combine Claims for Reimbursement.)

7 CFR
225.15(a)(3)
Sponsors may not contract out management responsibilities of the Program, including but not limited to the following tasks:

- Meal ordering
- Assuming official recordkeeping responsibilities, including meal count information to substantiate claims
- Submitting claims
- Training and monitoring administrative and site staff
- Announcing availability of meals to the news media
- Determining income eligibility and maintaining individual income eligibility statements

Sponsors should check with the State agency before allowing a food service management company to undertake any other tasks that may be considered management functions or any tasks that are related to the bulleted items listed above.

Attachment 21 provides a Potential Reimbursement Worksheet that will help sponsors estimate the amount of reimbursement they can anticipate.

Non-Reimbursable Meals

Sponsors may only claim for reimbursement those meals that meet SFSP requirements. Reimbursement may not be claimed for:

- meals not served as a complete unit (except in "offer versus serve" sites where complete meals must be offered to participants);
- meal patterns or types not approved by State agencies;
- meals served at sites not approved by State agencies;
- meals consumed off-site (this does not include certain non-perishable items that the State agency and sponsor **may** allow to be taken off-site);
- more than one meal served to a child at a time;
- second meals in excess of 2 percent of the number of first meals served by type during the claiming period;
- meals served outside of approved timeframes or approved dates of operation;
- meals served to ineligible children in camps (those not meeting the income eligibility guidelines for free or reduced price school meals);
- meals that are spoiled or damaged;
- meals in excess of the site's approved level of meal service (cap for vended sponsors);
- meals that were not served; and
- meals served to anyone other than eligible participants.

FNS Instruction 796-4, Rev. 4, Financial Management -- Summer Food Service Program, provides information on establishing standards, principles and guidelines in the development and maintenance of financial management systems. The State agency can provide this information.

Chapter 5 -- Recordkeeping

In this chapter, you will find information on what records to keep for:

- meal counts;
- operating costs;
- administrative costs;
- funds accruing to the program;
- training records;
- visits and reviews; and
- retention of records.

Sponsors must keep full and accurate records so they can substantiate the allowable administrative and operating costs and the number of program meals that they have submitted on each claim for reimbursement.

To justify claims for reimbursement, sponsors must maintain the following records:

- records of meal counts taken daily at each site;
- records of claimed operating costs, including food, and other costs;
- records of claimed administrative costs, including labor and supplies; and
- records of funds accruing to the program.
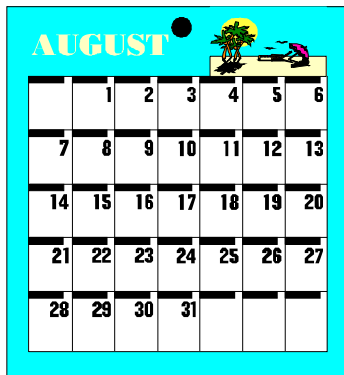
Meal Counts

All sponsors will use daily site records in order to document the number of program meals they have served to participants. The sponsor must provide all necessary record sheets to the sites. Site supervisors are then responsible for keeping the records each day. The site personnel must complete the records based on actual counts taken at each site for each meal service on each day of operation. Site personnel must be sure that they record all required counts. These counts should include:

- the number of meals delivered or prepared, by type (breakfast, snack, lunch, supper). Vended programs must support this information with a signed delivery receipt. Programs with a central kitchen should also support this information with a signed delivery receipt for good program management. A designated member of the site staff must verify the adequacy and number of meals delivered by checking the meals when they are delivered to the site;
- the number of complete first meals served to participants, by type;
- the number of complete second meals served to participants, by type;
- the number of excess meals or meals leftover;
- the number of nonreimbursable meals;
- the number of meals served to program adults, if any;
- the number of meals served to non-program adults, if any; and
- the number of "recycled" milks, if applicable.

Sponsors should collect these site records at least every week. They may have their monitors pick up site reports on designated days, or the site supervisors may be asked to mail the records to the sponsor's office. When they collect the site records, sponsors should check for the site supervisor's signature. Any sponsor serving vended meals must be sure that the figure entered as the number of meals delivered on the site record is the same as that entered on the vendor's report. If there is any discrepancy between the numbers, the sponsor should immediately contact the vendor and site supervisor and resolve the problem. The sponsor should make a permanent note of the discrepancy as well as the action that was taken to resolve it.

A sample Daily Meal Count Form is included in the Reference Section as Attachment 15. A consolidated (weekly) meal count form is included as Attachment 16.

Operating Costs

(7 CFR 225.2 definitions and FNS Instruction 796-4, Rev. 4)

Operating costs are allowable costs incurred by the sponsor for preparing and serving meals to eligible participants and program adults. These costs include, but are not limited to, cost of food used, labor, nonfood supplies, and space for the food service. Rural sites may include costs that are directly incurred in transporting participants from rural homes to rural food service sites. **All** costs must be fully documented and they must represent actual program costs.

Food Costs for Onsite Preparation (FNS Instruction 796-4, Rev. 4)

The data that are necessary for computing the cost of food used are more extensive when sponsors prepare their own meals onsite or at a central kitchen. Records to support the cost of food used should include, at a minimum:

- receiving reports which record the amount of food received from the supplier;
- purchasing invoices;
- records of any returns, discounts, or other credits not reflected on purchase invoices;
- inventory records that show the kinds of food items on hand at the beginning and end of the inventory period, the quantity of each item, documented major inventory adjustments, and the total value of the beginning and ending inventory; and
- canceled checks or other forms of receipt for payment.

Cost of food used means beginning inventory plus purchases, plus other costs of food, minus credits to costs of food, minus inventory adjustments, minus ending inventory. Sponsors must record the dollar value of food that is unused (ending inventory) at the close of program operations. Sponsors must subtract this ending inventory from all food costs incurred as a result of Program operations.

Food costs cover the cost of purchases and the cost of processing, transporting, storing, and handling food that is donated (including USDA commodities) or purchased by the sponsor. Sponsors cannot charge the program for major reductions of food in stock which are the result of fire, theft, spoilage, contamination, or any event other than normal usage.

Attachment 14 provides a sample inventory form and instructions for sponsors that prepare meals onsite or at a central kitchen.

Food Costs for Vended Programs (FNS Instruction 796-4, Rev. 4)

The cost of food used means the cost of the preparation or the cost of preparation and delivery of meals charged to the sponsor by the food service management company or the school facility. This cannot include charges for meals delivered to non-approved sites, meals not delivered within the established delivery time, meals that are spoiled or unwholesome, or meals that do not meet the requirements or terms of the contract. The sponsor should not pay the food service management company or school facility for these meals. The sponsor must maintain records that include the signed delivery slips to support the claim for reimbursement. The site supervisor or designated site personnel should check the quantity and wholesomeness of the meals and note any errors/differences on the delivery slip.

Labor Costs (FNS Instruction 796-4, Rev. 4)

Labor costs include compensation by sponsors for labor that is required to prepare and serve meals, to supervise participants during the meal service, and to clean up after the meal service. These costs may include wages, salaries, employee benefits, and the share of taxes paid by the sponsor. Sponsors must keep accurate time and attendance records for all labor costs that are submitted on the claim for reimbursement. A sample Staff Time Report for food service and site staff is included in the Reference Section as Attachment 23. Attachment 24, Labor Cost Documentation—Food Service is an alternative form. The sponsor may choose the form that works best for its operations.

Other Operating Costs (FNS Instruction 796-4, Rev. 4)
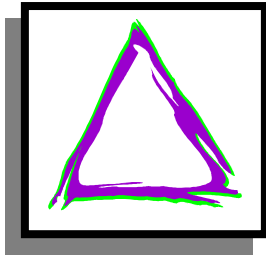
Other operating costs may include, but are not limited to:

- costs of nonfood supplies;
- rental costs for buildings, food service equipment, and vehicles;
- utility costs; and
- mileage allowances.

A sample mileage form for food service and site staff is included in the Reference Section as Attachment 20. **Please note that the amount of mileage that sponsors may claim as an SFSP cost is limited to the Missouri Department of Health and Senior Services mileage rate, which is 37.5 cents per mile through June 30, 2006, and 41.5 cents per mile from July 1, 2006 through June 30, 2007**.

If sponsors feel that they may have "other" costs that are not listed, they may contact the State agency for a determination as to whether or not those costs are eligible for reimbursement. Sponsors must keep all records and documentation to support any costs that they claim for reimbursement.

Administrative Costs (7 CFR 225.2 definitions, FNS Instruction 796-4, Rev 4)

Administrative costs are costs incurred by the sponsor for activities related to planning, organizing, and administering the program. Generally, these activities include:

- preparing and submitting an application for participation, including a management plan containing budgets of operating and administrative costs, and staffing and monitoring plans;
- establishing the eligibility of open or restricted open sites by collecting school or census tract data or family size and income forms for closed enrolled sites to determine if 50 percent or more of the participants are eligible;
- for camps, determining the number of children eligible based on a review of family size and income forms;
- attending training provided by the State agency;
- hiring and training site and administrative personnel;
- visiting sites, reviewing and monitoring operations at sites, and documenting these visits and reviews;
- preparing and submitting a plan for and synopsis of the invitation to bid when the sponsor wants to contract with a food service management company;
- preparing and submitting claims for reimbursement; and
- performing other activities that are necessary for planning, organizing, and managing the program.

Generally, costs incurred for these activities are:

- labor costs for administrative activities;
- rental costs for offices, office equipment, and vehicles;
- vehicle allowance and parking expenses;
- office supplies;
- communications;
- insurance and indemnification;
- audits; and
- travel.

Maintaining Records of Costs (7 CFR 225.15(c))

You must be certain that you have records that document the amount and purpose of all administrative costs you claim. For example, you must keep time and attendance records -among other things- to

document labor costs.

Attachments 20, 22, and 25 are sample forms for tracking administrative costs. Attachment 20 is a sample form for administrative staff (including monitors) to use in keeping track of mileage, Attachment 22 tracks administrative staff hours worked, and Attachment 25 is a sample form for summarizing all administrative costs.

Funds Accruing to the Program

Funds accruing to the food service include all funds received from Federal, State, local, and other sources, except for program advances, startup funds, or reimbursement payments received from the State agency. These funds must be designated specifically for the Summer Food Service Program. Records reflecting income may include:

- deposit records;
- voucher stubs; or
- receipts.

Training

You must keep records that document:

- the date(s) of training for site and administrative personnel;
- the attendance at each training session by having all attendees sign an attendance form; and
- the topics covered at each training session.

Sponsors that have requested advance payments for operating costs must send certification that they have completed training for site and administrative personnel to the State agency. Without this certification, the State agency will not release the second advance payment for operating costs to the sponsor. This requirement, however, does not apply to school sponsors (7 CFR 225.9(c)(1).

Visits (7 CFR 225.14(c)(6) and 225.15 (d)(2) and (3))

Sponsors must be able to document that they have met their monitoring requirements. Monitors must submit a report for:

- pre-operational site visits;
- site visits during the first week of program operations; and
- site visits throughout the summer.

A sample Pre-Operational Site Review Form is included as Attachment 26 in the Reference Section.

Reviews (7 CFR 225.15(d)(3))

Monitors must submit a review report form for each site review during the first 4 weeks of program operations, and for site reviews throughout the summer. This form will contain much of the same information as the Site Visit Form plus information concerning meal preparation and delivery schedules, the quality of site records and record-keeping, the regular adjustment of meal orders, and whether changes are made in menus. Sample Site Review Forms for Self-Preparation Programs and for Vended Programs are included in the Reference Section as Attachments 27 and 28.

Checklist of Records

There are a number of additional records you must maintain in your files. These records and the records discussed in this chapter are summarized in Attachment 19 -- Checklist of Records.

Retention of Records (7 CFR 225.8(a))

As a sponsor, you must maintain all records for 3 years following the submission date of the final claim for reimbursement for the fiscal year, or longer if required by the State agency. These records must be accessible to Federal and State agency personnel for audit and review purposes. Further, these records can only be disposed of if there are no unresolved audit findings or the program is not under investigation.

Chapter 6 -- Administrative Reviews

In this chapter, you will find information on:

- review procedures and statistical monitoring;
- violations of program requirements; and
- how to create a corrective action plan.

During the course of the summer, State agencies will complete an administrative review of most sponsors' program operations. This administrative review will involve visits by State agency personnel to the sponsor's site(s) and office. The reviews are designed to ensure that a sponsor's overall program is operating according to requirements and to provide assistance and advice to a sponsor if there are questions about program operations.

Review Procedures (7 CFR 225.7(d)(2))

A State agency review of site operations should involve observing the meal service operations and the record-keeping at the site. A review at the sponsor level should involve a review of how the claim for reimbursement is assembled and a review of the records maintained by the sponsor. Regardless of the specific administrative review procedures, all sponsors must make their records available for the State agency's review and must proceed with the corrective actions recommended by the State agency, if there are any. The results of an administrative review may affect the amount of reimbursement a sponsor will receive.

Statistical Monitoring (7 CFR 225.7(d)(8))

The State agency may elect to use statistical monitoring procedures when it conducts administrative reviews of sponsors. The State agency may use the results of statistical monitoring to determine the sponsor's reimbursement. The State agency will inform the sponsor if it plans to use statistical monitoring and will provide the sponsor with the necessary information on its procedures for conducting statistical monitoring. The State agency can provide additional information on the use of statistical monitoring.

Violations (7 CFR 225.11(c)(1), (2), (3),(4))

Violations of program requirements may result in withholding or recovering reimbursement, temporary suspension, or termination and exclusion from future program participation.

Violations include but are not limited to:

- Noncompliance with the time requirements between meals.

- Failure to maintain adequate site or sponsor records.

- Failure to adjust meal orders to conform with changes in site attendance.

- Failure to have trained site supervisor at each site during the meal service.

- Serving more than one meal to a child at one time.

- Participants eating complete meals off-site (Note: This does not refer to the permissible practice of allowing participants to take a piece of fruit or vegetable off-site.)

- Claiming meals served to anyone other than eligible participants.

- Serving meals (or in the case of OVS sites, offering meals) that do not include all required meal components and/or correct quantities.

- Failure to report sites to health department.

- Continued use of food service management companies that violate health codes.

- Submission of false information to the State agency.

- Failure to return excess payments to the State agency.

- Not adhering to competitive bid procedures.

- Noncompliance with civil rights laws and regulations.

Corrective Action Plan (7 CFR 225.11(f))
When the State agency finds violations during a site review, it will require the sponsor to correct the problems found. If the State agency finds a high level of meal service violations at a site, it will immediately require the sponsor to follow a specific corrective action plan. The State agency will initiate a follow-up system to ensure that sponsors take specific action(s) as outlined in the plan for correcting violations.

Chapter 7 -- Post Program Evaluation

Upon the completion of the local program, the sponsor should prepare an evaluation. The following format is suggested for these evaluations:

- **Sponsor personnel** -- evaluate the size and efficiency of the staff.
- **Site personnel** -- evaluate the ability of site personnel to control and supervise the program at the site level.
- **Food preparation** -- evaluate the major facets of food preparation as well as the quality and variety of foods offered within meal requirements, special meals and plate waste.
- **Activities** -- evaluate the activities at the site.
- **Organization** -- evaluate the administrative structure of the organization.
- **State agency or FNS regional office** -- evaluate the relationship between the sponsoring agency and the State agency, noting the adequacy of training efforts and the availability of guidance, information, and assistance.

Chapter 8 – Questions and Answers

1. **Once I'm approved to operate the program what are my training responsibilities?**
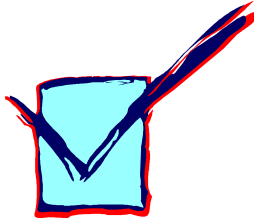
   Training is one of the sponsor's major administrative responsibilities. A smoothly operating program will require that training be provided by sponsors throughout the summer. A comprehensive training effort, including weekly or biweekly meetings on program requirements, will help to make certain the monitor, site and administrative personnel are performing according to program regulations. Sponsors should attend State agency training and then train both their administrative and site personnel before these staff members undertake responsibilities. SFSP regulations require that no food service site may operate until personnel at the site have attended at least one of the sponsor's training sessions.

2. **What are my monitoring requirements for the SFSP?**

   An efficient and capable monitoring staff is essential for any sponsor's program to be successful. Monitors must ensure that the site operates the Program according to program guidelines. This requires a pre-operational visit which is conducted before a site operates the SFSP. These visits are required for all sites to determine that the sites have the facilities to provide meal service for the anticipated number of participants in attendance. Also, a sponsor must visit all sites at least once during the first week of operation to make sure the food service operation is running smoothly and to verify information such as the site address, storage, holding and preparation facilities, and serving capabilities. Further, sponsors must conduct site reviews at least once during the first 4 weeks of program operations to observe delivery or preparation of meals, service of meals, participants eating the meals, and clean up after meals.

3. **What are my civil rights requirements?**

   All participating sponsors must inform potential beneficiaries, particularly minorities, of the availability of the SFSP. Sponsors are required to display the nondiscrimination poster in a prominent place at the site and the sponsor's office. Also sponsors need to make program information available to the public, make reasonable efforts to provide information in the appropriate translations and include the nondiscrimination statement and instructions for filing a

complaint. In addition, make sure meals are served to all attending, eligible participants regardless of race, color, national origin, sex, age or disability and make sure all participants have equal access to services and facilities. Further, all sponsors must collect beneficiary data each year by racial/ethnic category for each site under the sponsor's jurisdiction.

4. **Will I be reimbursed for any of my costs associated with running the SFSP?**

You receive program payments for both the operational and administrative costs of running a program. Operating costs are allowable costs incurred by your organization for providing and serving meals to eligible participants and program adults. These costs include food consumed, labor, non-food supplies, and space for the food service. Administrative costs are costs incurred by your organization for activities related to planning, organizing, and administering the program. The amount of reimbursement you receive is an amount equal to the number of eligible meals served to participants, multiplied by the current rates of reimbursement or your actual costs, whichever is less.

5. **How do I receive my reimbursement?**

Reimbursement is based on claims for reimbursement that you submit to your State agency. Claims for reimbursement reflect meals that meet SFSP requirements and are served to eligible participants during the claiming period, and the actual costs that are associated with those meals. The type of data that sponsors must report on their claim for reimbursement forms are meals counts, operating costs, administrative costs and program income. Claims must be submitted to your State agency within 60 days of the last day of the operating month (check with the State agency for specific deadlines).

6. **Can I request an advance payment from the State agency?**

Yes. When sponsors apply for the program they may request advance payments for their total program costs, for their operating costs, or for their administrative costs. These payments will be advances on the reimbursement you will receive for a month of operation and will be deducted from future reimbursement payments. The advances will help you maintain a positive cash flow because you will have funds available to meet program costs as they arise throughout the month.

7. **What type of records do I need to keep for the program?**

   To substantiate your claim for reimbursement, you will need to keep all records of meal counts taken daily at each site, records of claimed operating costs including food and other costs, records of claimed administrative costs including labor and supplies, and records of funds accruing to the program. In addition, records need to be maintained that document the training you have provided for your site and administrative personnel and records that document you have met your monitoring requirements. Additional records that need to be maintained would be any records that document your eligibility for the SFSP such as the application to participate in the SFSP and the signed agreement with the State agency.

8. **How long am I required to maintain these records?**

   You must maintain all records for 3 years following the submission date of the final claim for reimbursement, or longer if required by your State agency. For audit and review purposes these records will need to be made available upon request to Federal and State agency personnel. Further, records can only be disposed of if there are no unresolved audit findings or the program is not under investigation.

9. **Will my program be reviewed by the State agency?**

   You will probably receive an administrative review by the State agency or FNS Regional Office during the course of your operation, which will include both your office and at least one site. You must make your records available for the State agency reviewer and must take any corrective actions required by the State agency. Results of an administrative review may affect the amount of reimbursement your program will receive. The review may involve assessing how the claim for reimbursement is prepared and looking at the records your organization maintains. It will also include a look at site operations to observe the meal service operation and recordkeeping.

PART III – REFERENCE SECTION

Definitions of Program Terms from the SFSP Federal Regulations
7 CFR 225.2 Definitions

Act means the National School Lunch Act, as amended.

Administrative costs means costs incurred by a sponsor related to planning, organizing, and managing a food service under the Program, and excluding interest costs and operating costs.

Adult means, for the purposes of the collection of social security numbers as a condition of eligibility for Program meals, any individual 21 years of age or older.

Advance payments means financial assistance made available to a sponsor for its operating costs and/or administrative costs prior to the end of the month in which such costs will be incurred.

Areas in which poor economic conditions exist means:

(a) The local areas from which an open site and restricted open site draw their attendance in which at least 50 percent of the children are eligible for free or reduced price school meals under the National School Lunch Program and the School Breakfast Program, as determined:
   (1) By information provided from departments of welfare, education, zoning commissions, census tracts, and organizations determined by the State agency to be migrant organizations;
   (2) By the number of free and reduced price lunches or breakfasts served to children attending public and nonprofit private schools located in the areas of Program sites; or
   (3) From other appropriate sources; or

(b) A closed enrolled site.

Camps means residential summer camps and nonresidential day camps which offer a regularly scheduled food service as part of an organized program for enrolled children. Nonresidential camp sites shall offer a continuous schedule of organized cultural or recreational programs for enrolled children between meal services.

Children means (a) persons 18 years of age and under, and (b) persons over 18 years of age who are determined by a State educational agency or a local public educational agency of a State to be mentally or physically handicapped and who participate in a public or nonprofit private school program established for the mentally or physically handicapped.

**Definitions of Program Terms from the SFSP Federal Regulations
7 CFR 225.2 Definitions**

Closed enrolled site means a site which is open only to enrolled children, as opposed to the community at large, and in which at least 50 percent of the enrolled children at the site are eligible for free or reduced price school meals under the National School Lunch Program and the School Breakfast Program, as determined by approval of applications in accordance with §225.15(f).

Continuous school calendar means a situation in which all or part of the student body of a school is (a) on a vacation for periods of 15 continuous school days or more during the period October through April and (b) in attendance at regularly scheduled classes during most of the period May through September.

Costs of obtaining food means costs related to obtaining food for consumption by children. Such costs may include, in addition to the purchase price of agricultural commodities and other food, the cost of processing, distributing, transporting, storing, or handling any food purchased for, or donated to, the Program.

Current income means income, as defined in § 225.15 (f)(4)(vi), received during the month prior to application for free meals. If such income does not accurately reflect the household's annual income, income must be based on the projected annual household income. If the prior year's income provides an accurate reflection of the household's current annual income, the prior year may be used as a base for the projected annual income.

Department means the U.S. Department of Agriculture.

Disclosure means individual children's program eligibility information obtained through the free and reduced price meal eligibility process that is revealed or used for a purpose other than for the purpose for which the information was obtained. The term refers to access, release, or transfer of personal data about children by means of print, tape, microfilm, microfiche, electronic communication or any other means.

Documentation means:

   (a) The completion of the following information on a free meal application:
         (1) Names of all household members:
         (2) Income received by each household member, identified by source of income (such as earnings, wages, welfare, pensions, support payments, unemployment compensation, social security and other cash income);
         (3) The signature of an adult household member; and
         (4) The social security number of the adult household member who signs the application, or an indication that he/she does

Definitions of Program Terms from the SFSP Federal Regulations
7 CFR 225.2 Definitions

not possess a social security number; or
(b) For a child who is a member of a household receiving food stamp, FDPIR, or TANF benefits, "documentation" means completion only the following information on a free meal application:
      (1) The name(s) and appropriate food stamp, FDPIR, or TANF case number(s) for the child(ren); and
      (2) The signature of an adult member of the household.

Experienced site means a site which, as determined by the State agency, has successfully participated in the Program in the prior year.

Experienced sponsor means a sponsor which, as determined by the State agency, has successfully participated in the Program in the prior year.

Family means a group of related or nonrelated individuals who are not residents of an institution or boarding house but who are living as one economic unit.

FDPIR household means any individual or group of individuals which is currently certified to receive assistance as a household under the Food Distribution Program on Indian Reservations.
Fiscal Year means the period beginning October 1 of any calendar year and ending September 30 of the following calendar year.

FNS means the Food and Nutrition Service of the Department.

FNSRO means the appropriate FNS Regional Office.

Food Service Management Company means any commercial enterprise or nonprofit organization with which a sponsor may contract for preparing unitized meals, with or without milk, for the use in the Program, or for managing a sponsor's food service operations in accordance with the limitations set forth in § 225.15. Food service management companies may be:
      (a) Public agencies or entities;
      (b) Private, nonprofit organizations; or
      (c) Private, for-profit companies.

Food stamp household means any individual or group of individuals which is currently certified to receive assistance as a household under the Food Stamp Program.

Household means "family", as defined in this section.

Definitions of Program Terms from the SFSP Federal Regulations
7 CFR 225.2 Definitions

Income accruing to the program means all funds used by a sponsor in its food service program, including but not limited to all monies, other than program payments, received from Federal, State and local governments, from food sales to adults, and from any other source including cash donations or grants. Income accruing to the Program will be deducted from combined operating and administrative costs.

Income standards means the family-size and income standards prescribed annually by the Secretary for determining eligibility for reduced price meals under the National School Lunch Program and the School Breakfast Program.

Meals means food which is served to children at a food service site and which meets the nutritional requirements set out in this part.

Medicaid means the State medical assistance program under title XIX of the Social Security Act (42 U.S.C. 1396 et seq.).

Milk means whole milk, low fat milk, skim milk, and buttermilk. All milk must be fluid and pasteurized and must meet State and local standards for the appropriate type of milk. Milk served may be flavored or unflavored. In Alaska, Hawaii, American Samoa, Guam, Puerto Rico, the Trust Territory of the Pacific Islands, the Northern Mariana Islands, and the Virgin Islands of the United States, if a sufficient supply of such types of fluid milk cannot be obtained, reconstituted or recombined milk may be used. All milk should contain Vitamins A and D at the levels specified by the Food and Drug Administration and at levels consistent with State and local standards for such milk.

Needy children means children from families whose incomes are equal to or below the Secretary's Guidelines for Determining Eligibility for Reduced Price School Meals.

New site means a site that did not participate in the Program in the prior year, or, as determined by the State agency, a site that has experienced significant staff turnover from the prior year.

New sponsor means a sponsor that did not participate in the Program in the prior year, or, as determined by the State agency, a sponsor that has experienced significant staff turnover from the prior year.

NYSP means the National Youth Sports Program administered by the National Collegiate Athletic Association.

Definitions of Program Terms from the SFSP Federal Regulations
7 CFR 225.2 Definitions

NYSP feeding site means a site at which all of the children receiving Program meals are enrolled in the NYSP and which qualifies for Program participation on the basis of documentation that the site meets the definition of "areas in which poor economic conditions exist" as provided in this section.

OIG means the Office of the Inspector General of the Department.

Open site means a site at which meals are made available to all children in the area and which is located in an area in which at least 50 percent of the children are from households that would be eligible for free or reduced price school meals under the National School Lunch Program and the School Breakfast Program, as determined in accordance with paragraph (a) of the definition of *Areas in which poor economic conditions exist*.

Operating costs means the cost of operating a food service under the Program,

    (a) Including the
        (1) cost of obtaining food,
        (2) labor directly involved in the preparation and service of food,
        (3) cost of nonfood supplies,
        (4) rental and use allowances for equipment and space, and
        (5) cost of transporting children in rural areas to feeding sites in rural areas, but

    (b) Excluding
        (1) the cost of the purchase of land, acquisition or construction of buildings,
        (2) alteration of existing buildings,
        (3) interest costs,
        (4) the value of in-kind donations, and
        (5) administrative costs.

Private nonprofit means tax exempt under the Internal Revenue Code of 1986, as amended.

Private nonprofit organization means an organization (other than private nonprofit residential camps, school food authorities, or colleges or universities participating in the NYSP) that meets the definition of "private nonprofit" in this section and which:

(a) Administers the Program:
    (1) At no more than 25 sites, with not more than 300 children being served at any approved meal service at any one site; or
    (2) With a waiver granted by the State in accordance with §225.6(b)(5)(ii), not more than 500 children being served at any approved meal service at any one site;

Definitions of Program Terms from the SFSP Federal Regulations
7 CFR 225.2 Definitions

   (b) Operates in areas where a school food authority has not indicated that it will
       operate the Program in the current year;
   (c) Exercises full control and authority over the operation of the Program at all sites
       under its sponsorship;
   (d) Provides ongoing year-round activities for children or families;
   (e) Demonstrates that it possesses adequate management and the fiscal capacity to
       operate the Program; and
   (f) Meets applicable State and local health, safety, and sanitation standards.

Program means the Summer Food Service Program for Children authorized by Section 13 of
the Act.

Program funds means Federal financial assistance made available to State agencies for
the purpose of making Program payments.

Program payments means financial assistance in the form of start-up payments, advance
payments, or reimbursement paid to sponsors for operating and administrative costs.

Restricted open site means a site which is initially open to broad community
participation, but at which the sponsor restricts or limits attendance for reasons of
security, safety or control. Site eligibility for a restricted open site shall be documented
in accordance with paragraph (a) of the definition of *Areas in which poor economic
conditions exist*.

Rural means (a) any area in a county which is not a part of a Metropolitan Statistical
Area or (b) any "pocket" within a Metropolitan Statistical Area which, at the option of
the State agency and with FNSRO concurrence, is determined to be geographically
isolated
from urban areas.

School food authority means the governing body which is responsible for the
administration of one or more schools and which has the legal authority to operate a
lunch program in those schools. In addition, for the purpose of determining the
applicability of food service management company registration and bid procedure
requirements, "school food authority" also means any college or university which
participates in the Program.

Secretary means the Secretary of Agriculture.

Definitions of Program Terms from the SFSP Federal Regulations
7 CFR 225.2 Definitions

Self-preparation sponsor means a sponsor which prepares the meals that will be served at its site(s) and does not contract with a food service management company for unitized meals, with or without milk, or
for management services.

Session means a specified period of time during which an enrolled group of children attend camp.

Site means a physical location at which a sponsor provides a food service for children and at which children consume meals in a supervised setting.

Special account means an account that a State agency may require a vended sponsor to establish with the State agency or with a Federally insured bank. Operating costs payable to the sponsor by the State agency are deposited in the account and disbursement of monies from the account must be authorized by both the sponsor and the food service management company.

Sponsor means a public or private nonprofit school food authority, a public or private nonprofit residential summer camp, a unit of local, municipal, county or State government, a public or private nonprofit college or university currently participating in the NYSP, or a private nonprofit organization which develops a special summer or other school vacation program providing food service similar to that made available to children during the school year under the National School Lunch and School Breakfast Programs and which is approved to participate in the Program. Sponsors are referred to in the Act as "service institutions".

Start-up payments means financial assistance made available to a sponsor for administrative costs to enable it to effectively plan a summer food service, and to establish effective management procedures for such a service. These payments shall be deducted from subsequent administrative cost payments.

State means any of the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands of the United States, Guam, American Samoa, the Trust Territory of the Pacific Islands, and the Northern Mariana Islands.

State agency means the State educational agency or an alternate agency that has been designated by the Governor or other appropriate executive or legislative authority of the State and which has been approved by the Department to administer the Program within the State, or, in States where FNS administers the Program, FNSRO.

Definitions of Program Terms from the SFSP Federal Regulations
7 CFR 225.2 Definitions

State Children's Health Insurance Program (SCHIP) means the State medical assistance program under title XXI of the Social Security Act (42 U.S.C. 1397aa et seq.).

TANF means the State funded program under part A of title IV of the Social Security Act that the Secretary determines complies with standards established by the Secretary that ensure that the standards under the State program are comparable to or more restrictive than those in effect on June 1, 1995. The program is commonly referred to as Temporary Assistance for Needy Families, although States may refer to the program by another name.

Unit of local, municipal, county or State government means an entity which is so recognized by the State constitution or State laws, such as the State administrative procedures act, tax laws, or other applicable State laws which delineate authority for government responsibility in the State.

Vended sponsor means a sponsor which purchases from a food service management company the unitized meals, with or without milk, which it will serve at its site(s), or a sponsor which purchases management services, subject to the limitations set forth in Sec. 225.15, from a food service management company.

Yogurt means commercially prepared coagulated milk products obtained by the fermentation of specific bacteria, that meet milk fat or milk solid requirements and to which flavoring foods or ingredients may be added. These products are covered by the Food and Drug Administration's Standard of Identity for yogurt, low-fat yogurt, and nonfat yogurt, (21 CFR 131.200), (21 CFR 131.203), (21 CFR 131.206), respectively.

[54 FR 18208, Apr. 27, 1989, as amended at 54 FR 27153, June 28, 1989;
55 FR 13466, Apr. 10, 1990; 61 FR 25553, May 22, 1996; 64 FR 72483, Dec. 28, 1999;
64 FR 72895, Dec. 29, 1999]

Glossary of Acronyms

CACFP	Child and Adult Care Food Program
FDPIR	Food Distribution Program on Indian Reservations
FNS	Food and Nutrition Services
IFB	Invitation for Bid
NSLP	National School Lunch Program
NYSP	National Youth Sports Program
OVS	Offer Versus Serve
RCCI	Residential Child Care Institutions
SBA	Small Business Administration
SBP	School Breakfast Program
SFSP	Summer Food Service Program
SMP	Special Milk Program
TANF	Temporary Assistance to Needy Families
USDA	United States Department of Agriculture
YMCA	Young Men's Christian Association
YWCA	Young Women's Christian Association

Summer Food Service Program
Income Eligibility Guidelines
July 1, 2005 to June 30, 2006

Family Size	Income		
	Yearly	Monthly	Weekly
1	17,705	1,476	341
2	23,736	1,978	457
3	29,767	2,481	573
4	35,798	2,984	689
5	41,829	3,486	805
6	47,860	3,989	921
7	53,891	4,491	1,037
8	59,922	4,994	1,153
For each additional member add:	+6,031	+503	+116

Summer Food Service Program Meal Patterns

Food Components	Breakfast	Lunch or Supper	Snack[1] (Choose two of the four)
Milk			
Milk, fluid	1 cup (8 fl. oz.)[2]	1 cup (8 fl. oz.)[3]	1 cup (8 fl. oz.)[2]
Vegetables and/or Fruits			
Vegetable(s) and/or fruit(s) or Full-strength vegetable or fruit juice or an equivalent quantity of any combination of vegetables(s), fruit(s), and juice	½ cup ½ cup (4 fl. oz.)	3/4 cup total[4]	3/4 cup 3/4 cup (6 fl. oz.)
Grains and Breads[5]			
Bread or Cornbread, biscuits, rolls, muffins, etc. or Cold dry cereal or Cooked pasta or noodle product or Cooked cereal or cereal grains or an equivalent quantity of any combination of grains/breads	1 slice 1 serving 3/4 cup or 1 oz.[6] ½ cup ½ cup	1 slice 1 serving ½ cup ½ cup	1 slice 1 serving 3/4 cup or 1 oz.[6] ½ cup ½ cup
Meat and Meat Alternates	(Optional)		
Lean meat or poultry or fish or alternate protein product [7] or Cheese or Eggs or Cooked dry beans or peas or Peanut butter or soynut butter or other nut or seed butters or Peanuts or soynuts or tree nuts or seeds or Yogurt, plain or sweetened and flavored or An equivalent quantity of any combination of the above meat/meat alternates	1 oz. 1 oz. 1/2 large egg ¼ cup 2 tbsp. 1 oz. 4 oz. or ½ cup	2 oz. 2 oz. 1 large egg ½ cup 4 tbsp.[8] 1 oz.= 50%[8] 8 oz. or 1 cup	1 oz. 1 oz. 1/2 large egg ¼ cup 2 tbsp. 1 oz. 4 oz. or ½ cup

For the purpose of this table, a cup means a standard measuring cup.
Indicated endnotes can be found on the next page.

Endnotes

1. Serve two food items. Each food item must be from a different food component. Juice may not be served when milk is served as the only other component.

2. Must be served as a beverage, or on cereal, or use part of it for each purpose.

3. Must be served as a beverage.

4. Serve two or more kinds of vegetable(s) and/or fruit(s) or a combination of both. Full-strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement.

5. All grain/bread items must be enriched or whole-grain, made from enriched or whole-grain meal or flour, or if it is a cereal, the product must be whole-grain, enriched or fortified. Bran and germ are credited the same as enriched or whole-grain meal or flour.

6. Either volume (cup) or weight (oz.) whichever is less.

7. Must meet the requirements in Appendix A of the SFSP regulations.

8. No more than 50 percent of the requirement shall be met with nuts or seeds or their butters (example: peanut butter). Nuts or seeds or their butters shall be combined with another meat/meat alternate to fulfill the requirement. When determining combinations, l oz. of nuts or seeds is equal to 1 oz. of cooked lean meat, poultry, or fish.

SFSP Federal Guidance

Sponsors must understand and follow Federal requirements to successfully run the Summer Food Service Program (SFSP). Be sure to consult with your State agency if you need copies of, or have questions about any of the Federal regulations, Office of Management and Budget Circulars, FNS Instructions, and Child Nutrition Program numbered and unnumbered policies described below:

U.S. DEPARTMENT OF AGRICULTURE REGULATIONS

7 CFR 225	Summer Food Service Program
7 CFR 3015	Uniform Federal Assistance Regulations
7 CFR 3016	Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
7 CFR 3017	Government wide Debarment and Suspension (Nonprocurement) and Government wide Requirements for Drug-Free Workplace (Grants)
7 CFR 3018	New Restrictions on Lobbying
7 CFR 3019	Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-profit Organizations
7 CFR 3052	Audits of States, Local Governments, and Non-Profit Organizations

OFFICE OF MANAGEMENT AND BUDGET CIRCULARS

OMB Circular A-87	Cost Principles for State and Local Governments
OMB Circular A-102	Grants and Cooperative Agreements with States and Local Governments
OMB Circular A-110	Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations
OMB Circular A-122	Cost Principles for Non-Profit Organizations
OMB Circular A-133	Audits of States, Local Governments, and Nonprofit Organizations

FOOD AND NUTRITION SERVICE INSTRUCTIONS

FNS Instruction 113-8	Civil Rights Compliance and Enforcement in the SFSP
FNS Instruction 765-5, rev. 1	Free and Reduced Price Eligibility Determinations for Foster and Institutionalized Children
FNS Instruction 770-3	Eligibility for Donated Foods to Camps in the SFSP
FNS Instruction 776-6, rev. 1	Tax-Exempt Status for SFSP Sites
FNS Instruction 781-10	SFSP Special Accounts
FNS Instruction 782-4, rev. 2	Approval of Child Care Institutions for the SFSP
FNS Instruction 783-1, rev. 2	The Grains/Breads Requirement for the Food Based Menu Planning Alternatives in the Child Nutrition Programs
FNS Instruction 783-7, rev. 1	Milk Requirement – Child Nutrition Programs
FNS Instruction 783-8, rev. 1	Distribution of USDA – Donated Foods to Schools, Child Care Institutions, and Service Institutions

FNS Instruction 783-2, rev. 2	Meal Substitutions for Medical or Other Special Dietary Reasons
FNS Instruction 783-3, rev. 1	Family Style Meal Service in the SFSP
FNS Instruction 783-11, rev. 1	Juice Products—Child Nutrition Programs
FNS Instruction 783-13, rev. 2	Variations in Meal Requirements for Religious Reasons: Jewish Schools, Institutions, and Sponsors
FNS Instruction 783-14, rev. 1	Variations in Meal Requirements for Religious Reasons: Seventh Day Adventist Schools and Institutions
FNS Instruction 786-6, rev. 1	Reimbursement for Recycled Milk and Other Meal Components
FNS Instruction 788-11, rev. 1	Eligibility and Responsibilities of Government Sponsors in the SFSP
FNS Instruction 788-12, rev. 1	Approval of Sponsors Under Investigation or Audit in the SFSP
FNS Instruction 788-13, rev. 1	Sub-sites in the SFSP
FNS Instruction 792-3	Health Inspection Contracts—ROAP States for the SFSP
FNS Instruction 794-5, rev. 1	Agreements With Entities Which Operate Interstate Schools and Facilities
FNS Instruction 796-4, rev. 4	Financial Management – SFSP for Children

CHILD NUTRITION NUMBERED AND UN-NUMBERED POLICIES

July 1, 2004	Reauthorization 2004: Implementation CN 1
	• Exclusion of the Housing Allowance for Military Households in Privatized Housing
May 26, 2004	Eligibility of Upward Bounds Sites
March 26, 2004	Using Metropolitan Statistical Area Data for Determining Rural Administrative Reimbursement
March 2, 2004	SFSP #1-04; Contract Requirements for School Sponsors
May 20, 2003	Effects of Bussing on Area Eligibility in CACFP, SFSP, & NSLP
November 17, 2002	Closed Enrolled Sites
March 1, 2002	Requirements for First-Week Visits in SFSP for Non-School Sponsors
January 29, 2002	Flexibility of Time Restrictions on Meal Service
October 5, 2001	Site Eligibility Determinations
May 23, 2000	Categorical Eligibility of Job Training Partnership Act/Workforce Investment Act Participants
May 15, 2000	Authority for Sponsors to Combine Claims for Reimbursement
February 12, 1999	SFSP #17-99; Mobile Feeding Sites in Rural Areas

CHILD NUTRITION NUMBERED AND UN-NUMBERED POLICIES

February 2, 1999   SFSP #15-99; Supper Meal Service

December 4, 1998   SFSP #3-99; Issues Related to Meal Service at Sites

SFSP SITE DEFINITIONS & ELIGIBILITY DOCUMENTATION

SFSP SITE

A site is the physical location where program meals are served to children and w
children consume meals in a supervised setting.

OPEN SITE		RESTRICTED OPEN SITE		CLOSED ENROLLED SITE

- Serves all children in the geographical area where at least 50% of the children are eligible for free or reduced-price school meals
- Reimbursed for all attending children

- Initially open to the entire community on a first-come, first-served basis
- Sponsor may limit attendance for reasons of security, safety or control due to staff limitations, etc.
- Reimbursed for all attending children

- Serves only children in specific program or in activity serving only identified group of children
- Site is not open to the community at large
- Reimbursed for all children in attendance

ELIGIBILITY DOCUMENTATION		ELIGIBILITY DOCUMENTATION		ELIGIBILITY DOCUMENTATION

SCHOOL DATA   **CENSUS BLOCK GROUP DATA**

SCHOOL DATA   **CENSUS BLOCK GROUP DATA**

- Income eligibility application accurately completed & at least 50% of enrollees are eligible for free or reduced-price school meals
  or
- sponsor may obtain lists of names and eligibility of enrolled children for free or reduced-price meals from schools where children receive school lunch or breakfast

SPECIAL RESTRICTED OPEN SITE

- Located in a non-needy area
- Draws children exclusively from eligible area
- Open to community participation from eligible areas-only daily limits for security, safety, or control
- No fees are charged
- Children from non-needy areas do not attend

ELIGIBILITY DOCUMENTATION

SCHOOL DATA   **CENSUS BLOCK GROUP DATA**

Attachment 6, Continued

SFSP SITE DEFINITIONS & ELIGIBILITY DOCUMENTATION

```
┌─────────────────────────────┐
│ RESIDENTIAL SUMMER CAMP &    │
│ NON RESIDENTIAL DAY CAMP     │
└─────────────────────────────┘
```

Reimbursed only for meals served to campers who have been individually determined to be eligible for free or reduced-price school meals.

3 Ways to Qualify

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┌─────────────────────────────┐
│ NATIONAL YOUTH SPORTS        │
│ PROGRAM (NYSP)               │
└─────────────────────────────┘
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Sponsor provides written certification that it meets DHHS income guidelines

50% of enrolled children reside in geographical area where poor economic conditions exist

50% of enrolled children meet the income eligibility guidelines for free or reduced-price meals

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┌─────────────────────────────┐
│ MIGRANT SITE                 │
└─────────────────────────────┘
```

✚ May be located in needy or non-needy areas
✚ Must serve primarily children of migrant families, but may serve other children as well
✚ Reimbursed for all children served

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┌─────────────────────────────┐
│ ELIGIBILITY                  │
│ DOCUMENTATION                │
└─────────────────────────────┘
```

✚ Migrant organization certifies that the site serves migrant children

or

✚ If other children are served, the migrant organization certifies that the site primarily serves migrant children

AGREEMENT TO FURNISH FOOD SERVICE
FOR THE SUMMER FOOD SERVICE PROGRAM

THIS AGREEMENT is made and entered into between (school)
_____ and (sponsor)
_____ .

WHEREAS the (school) _____ agrees to supply unitized
meals (inclusive/exclusive) of milk and juice to (sponsor) _____with and for the
rates herein listed:

      Breakfast .... $_____each   Lunch .... $_____each
      Snacks .... $_____each   Supper .... $_____each

It is further agreed that (school)_____, pursuant to the provisions of the Summer
Food Service Program regulations, attached copy of which is part of this agreement, will
assure that said meals meet the minimum meal pattern requirements as to components and
portion sizes, and will maintain full and accurate records that the
(sponsor) _____ will need to meet its responsibility including menu records
containing the amount of food prepared and daily number of meals delivered by type.

These records must be reported to the (sponsor)
promptly at the end of the month. (School) _____ agrees also to retain
records required under the preceding clause for a period of 3 years from the date of receipt
of final payment under this agreement (or longer, if an audit is in progress); and upon
request, to make all accounts and records pertaining to the Program available to
representatives of the U.S. Department of Agriculture and the General Accounting Office
for audit or administrative review at a reasonable time and place.

This agreement shall be effective as of (date) _____. It may be terminated by
notice in writing given by either party hereto to the other, at least 30 days prior to the date
of termination.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the dates
indicated below:

_____   _____
School Official   Sponsor

_____   _____
Title   Date   Title   Date
Location of food preparation center(s):

FOOD SERVICE EQUIPMENT NEEDS				
Equipment	Number of Children			
	1 – 50	51 - 100	101 - 200	201 - 300
Range with ventilating hood	1 range with oven; 30" domestic or 30" - 36" commercial (2 burners)	1 range with oven 30" - 36" commercial (4 burners)	1 range with oven 30" - 36" commercial (2 if over 150 children) (6 burners)	2 ranges with ovens 30" - 36" commercial or 1 range w/oven 60" or larger commercial (8 burners)
Refrigerator with shelves	single section domestic 18 cu. ft. or commercial reach-in 20-25 cu. ft.	double section commercial reach-in 40-50 cu. ft.	double section commercial reach-in 50-60 cu. ft. or 64 sq. ft. (8 ft. x 8 ft.) walk-in	triple section commercial reach-in 60-75 cu. ft. or 64 sq. ft. (8 ft. x 8 ft.) walk-in
Freezer	same as refrigerator	same as refrigerator	same as refrigerator	same as refrigerator
Work Tables (Allow 4 linear ft./worker). Use countertops as tables	1 table	2 tables	3 tables	4 tables
Sink with separate handsink	1 sink – 3 compartments	1 sink - 3 compartments	1 sink - 3 compartments	1 sink - 3 compartments

If the site will serve over 100 children, the following equipment is recommended to supplement the minimum items listed above:

> Steam equipment (kettle, steamer)
> Hot food holding cabinet
> Convection oven
> Electric food slicer
> Mixer with attachments (vegetable slicer/shredder, meat and
>   food chopper)

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
COMMUNITY FOOD AND NUTRITION ASSISTANCE
SUMMER FOOD SERVICE PROGRAM
INCOME ELIGIBILITY FORM

To apply for free meal eligibility for your child(ren), fill out this form and return it to your sponsor.

PART 1 CHILDREN ENROLLED IN THE PROGRAM

Complete information below for children enrolled in the program. If child(ren) are receiving food stamps or Temporary Assistance (TA), complete Parts 1, 3, and 4 only. Complete Parts 1, 2, 3, and 4 if you did not provide a food stamp case number or TA case number **for all of the children listed in Part 1.**

NAME	BIRTH DATE	FOSTER CHILD	FOOD STAMP CASE NUMBER	TEMPORARY ASSISTANCE CASE NUMBER

PART 2 HOUSEHOLD AND INCOME INFORMATION

List all other members of the household besides the children listed in Part 1. For each household member, indicate source and amount of current monthly gross income for all members of the household before deductions, such as taxes and social security. Where there are wage earners and self-employed adults, the income of the wage earner cannot be offset by the business losses of the self-employed adult. If last month's income does not accurately reflect your circumstances, you may provide a projection of your current annual income. Irregular self-employed income may be averaged over the prior 12 months. Foster children may be eligible regardless of household income. Contact the sponsor for more information.

HOUSEHOLD MEMBERS	GROSS WAGES	WELFARE, CHILD SUPPORT, ALIMONY	PENSIONS, RETIREMENT, SOCIAL SECURITY	OTHER
	MONTHLY	MONTHLY	MONTHLY	MONTHLY

PART 3 RACIAL ETHNIC INFORMATION

Please check the race or ethnic identity of the participant. You are not required to answer this question.

American Indian or Alaska Native   Asian   Black or African American   Hispanic or Latino
Native Hawaiian or Other Pacific Islander   White   . YES   . NO

PART 4 SIGNATURE

I hereby certify that all information provided is correct and that all income is reported. I understand that this information is being given in connection with the receipt of federal funds, that institution officials may verify information, and that deliberate misrepresentation may subject me to prosecution under applicable state and federal laws.

SIGNATURE OF ADULT FAMILY MEMBER	SOCIAL SECURITY NUMBER	DATE
PRINTED NAME OF ADULT	ADDRESS	PHONE NUMBER

Section 9 of the National School Lunch Act requires that, unless your children's food stamp or Temporary Assistance case number is provided, you must include a social security number of the adult household member signing the application or indicate that the household member signing the application does not possess a social security number. Provision of a social security number is not mandatory, but if a social security number is not provided or an indication is not made that the signer has none, the application cannot be approved. The social security number, food stamp, FDPIR, or TANF number may be used to identify the household member in carrying out efforts to verify the accuracy of information stated on the application. These verification efforts may be carried out through program reviews and investigations, and may include contacting employers to determine income, contacting a food stamp or welfare office to determine current certification for receipt of food stamps or Temporary Assistance benefits, contacting the State employment security office to determine the amount of benefits received and checking the documentation produced by the household member to provide the amount of income received. These efforts may result in a loss or reduction of benefits, administrative claims, or legal actions if incorrect information is reported.

FOR SPONSOR USE ONLY – DO NOT WRITE BELOW THIS LINE

Monthly Income Conversion   Weekly x 4.33   Every 2 Weeks x 2.15   Twice a Month x 2

TOTAL HOUSEHOLD SIZE:	MONTHLY INCOME:	FOOD STAMP:	TEMPORARY ASSISTANCE:

Eligibility Determination: ❑ Eligible   ❑ Ineligible

SIGNATURE OF SPONSOR REPRESENTATIVE	DATE
►	

MO 580-1843 (1-05)   CACFP-1004

Summer Food Service Program
Income Eligibility Guidance
for Camps and Enrolled Sites

INSTRUCTIONS FOR COMPLETING THE
INCOME ELIGIBILITY FORM (APPLICATION FOR FREE MEALS CACFP-1004)

1. The first and last name of the child(ren) enrolled in the camp or enrolled site must be listed in section 1 of the Income Eligibility Form (IEF). Check the appropriate box if the child is a foster child.

    If the parent or guardian checks that the child(ren) are receiving food stamps or Temporary Assistance (TA) and enters the food stamp or TA case number, the child(ren) are automatically eligible for SFSP reimbursement and the parent does not need to complete section 2.

    Food stamp number and TA case numbers are an eight (8) digit number. This may or may not be preceded by a three digit county code.

    At a minimum, the eight digit portion of the case number must be provided on the IEF for the child to be automatically eligible for reimbursement. If the full eight digit number is not provided, the child may not be claimed unless section 2 (Household Income) is completed and the social security number is provided.

2. If a parent or guardian does not report a food stamp or TA case number in section 1, then they must complete all entries in section 2 to determine eligibility.

    List all other household members besides the children listed in section 1. A household is defined as a group of related or non-related individuals who are not residents of an institution or a boarding house, but who are living as one economic group.

    For each household member, indicate monthly income by source of current gross income before any deductions are made. Current income is defined as income received during the month prior to the application. If the prior month's income is not representative of the household's annual rate of income, the household should report projected annual income.

3. Identify the racial/ethnic category of the child. Completion of this information is not mandatory and the failure to complete this information shall not affect the eligibility of the child.

4. The adult household member completing the IEF must attest to the fact that the information provided is correct, that it is being given in connection with the receipt of federal funds, that it is subject to verification and that the deliberate misrepresentation of facts will subject the individual to prosecution under applicable state and federal statutes. If all children enrolled in the camp or enrolled program are not TA or food stamp recipients, the adult signing the application must provide a social security number. If the adult does not have a social security number, "none" should be written in the space provided.

5. The adult household member must provide a signature, date, address, telephone number and printed name. The IEF can not be approved unless the form is signed and dated by the parent or guardian.

2

6. The parent/guardian must fully complete the IEF. Sponsor personnel shall complete only the section labeled "For Sponsor Use Only." The IEF is effective from the date the sponsor representative signs and dates the form.

7. Each parent/guardian shall be given the parent/guardian letter and IEF form on a yearly basis. If the parent does not return the completed form, the child is ineligible to receive program benefits.

* A foster child is a ward of the court or welfare agency placed in residence in a private household. Since the court or agency retains legal responsibility for such a child, the foster home is, in fact, an extension of that agency and the foster child is considered a family of one. As such, a foster child should be indicated as a household of one.

Income for a foster child would include:

   a. Funds received from a welfare agency, which can be identified for the personal use of the child. When funds provided by the welfare agency are specified by category, i.e., only those funds that can be identified as personal use funds shall be considered as income. When such funds cannot be identified, no portion of the funds provided by the agency shall be considered as income.

   b. Money received in hand from any source. This includes, but is not limited to, funds received from trust accounts, monies provided by the child's family for personal use, and earnings from employment other than occasional or part-time jobs.

A child who is not legally designated as a foster child by virtue of being an official ward of the court and/or welfare agency, does not qualify as a "foster child" for purposes of the SFSP. Such children are considered part of the entire family economic unit for purposes of determining eligibility in the SFSP.

PLANNING CHECKLIST SUMMER FOOD SERVICE PROGRAM	
Date completed	Action
1. _____	Meet with community leaders, if possible, or survey community for assistance in determining suitable site locations.
2. _____	Choose possible sites and compile written documentation supporting the eligibility of each site. This involves determining the method to be used to show need (such as area eligibility based on census tract or school district data, or the enrollment of each participating child).
3. _____	Choose method of meal preparation (self-preparation of meals or purchase of meals from a school food authority or a public or private food service management company).
4. _____	If meals will not be prepared by the sponsor, contact local schools and other possible vendors concerning vending meals for the Program.
5. _____	Contact recreation departments, schools, and local service organizations to coordinate recreation activities with planned food service at sites.
6. _____	Contact reliable site supervisors from previous year(s) to determine if they have an interest in continuing in the Program.
7. _____	Attend training workshops offered by State agency personnel.
8. _____	Hire secretarial staff to assist the program director.
9. _____	Develop specifications for the invitation to bid (if applicable).
10. _____	Publicly advertise the bid, at least 14 days before bid openings (if applicable).
11. _____	Estimate potential Program reimbursement and develop budget and staffing plans for the Program.
12. _____	Solicit volunteer help at sites whenever possible.
13. _____	Hire an assistant program director, if necessary.
14. _____	Design forms, use the State agency's sample forms, or the sample forms in the Reference Section of this handbook for all aspects of Program operations.

PLANNING CHECKLIST SUMMER FOOD SERVICE PROGRAM	
Date completed	Action
15. _____	Set up a filing system for those documents that must be maintained for at least 3 years.
16. _____	For camps, obtain data for each child to document eligibility for free or reduced price school meals. This also applies to sites where eligibility is based on the enrollment group served.
17. _____	Notify the health department of your intention to operate a food service program, giving a list of sites you plan to serve.
18. _____	Submit to the State agency a copy of the notification letter to the health department as part of the application for participation.
19. _____	Conduct a pre-operational visit to all new or problem sites.
20. _____	Submit a complete application with accompanying documents to the State agency. Include all attachments as requested by the State agency.
21. _____	Use proper procedures to select a vendor (if applicable).
22. _____	Meet the vendor and develop delivery schedules (if applicable).
23. _____	Arrange for facilities, equipment, and food purchases at self-preparation sites (if applicable).
24. _____	Hire monitors and site supervisors.
25. _____	Hold training workshops for monitors and site supervisors.
26. _____	Announce the availability of the Program and the nondiscrimination policy through the local media.
27. _____	Finalize monitoring schedules and any emergency procedures.
28. _____	Arrange to have a nondiscrimination poster, either developed by USDA or approved by the State agency, for each site.

SPONSOR/SITE AGREEMENT
FOR THE SUMMER FOOD SERVICE PROGRAM

Name of site:

Address of site:

Site supervisor:

Telephone:

The person named above agrees to:

1. Serve meals to all needy children 18 years of age and under (or persons 19 and over who are mentally or physically disabled and participating in a public or private nonprofit school program for the mentally or physically disabled).

2. Serve meals which meet the minimum meal pattern requirements.

3. Provide adequate supervision during the meal service.

4. Maintain and submit promptly such reports and records that the sponsor requires.

5. Report to the sponsor any changes in the number of meals required as attendance fluctuates.

6. Report any other problems regarding the meal services.

7. Comply with civil rights laws and regulations.

8. Attend sponsor training sessions.

Site Supervisor_____ Date_____

Sponsor   _____ Date_____

Training Checklist
For Administrative Staff

Use this checklist for training sponsor administrative staff, including office assistants, clerks, bookkeepers, secretaries, area supervisors, and monitors.

1. General explanation of the Program:

   A. Purpose of the Program
   B. Site eligibility
   C. Recordkeeping requirements
   D. Organized site activity
   E. Meal requirements
   F. Nondiscrimination compliance

2. How the Program operates:
   A. How meals will be provided
   B. The delivery schedule, if applicable
   C. What records are kept and what forms are used

3. Special duties of Monitors (include if separate training is not held for monitors):

   A. How to conduct site visits and reviews
   B. Sites for which each monitor is responsible
   C. Monitoring schedule
   D. Reporting procedures
   E. Office procedures

Training Checklist
For Monitors

1. Sites for which they will be responsible
2. Conducting site visits and reviews
3. Monitoring schedules
4. Reporting and recordkeeping procedures
5. Follow-up procedures
6. Office procedures
7. Local sanitation and health laws
8. Civil rights
9. Reporting racial/ethnic data
10. Personal safety precautions, if necessary

Training Checklist
For Site Staff

1. General explanation of the Program
   A. Purpose of the Program
   B. Site eligibility
   C. Importance of accurate records especially meal counts
   D. Importance of organized activities at sites

2. How sites operate:
   A. For vended sites:
      1. Types of meals to be served and the meal pattern requirements (provide planned menus)
      2. Delivery schedules (give exact times)
      3. Adjustments in the number of meals delivered
      4. Facilities for storing meals
      5. Who to contact about problems (name and phone number)
      6. Approved level of meal service

   B. For self-preparation sites:
      1. Meal pattern requirements
      2. Inventory (use inventory forms)
      3. Meal adjustments (use production records)
      4. Meal preparation adjustments

3. Recordkeeping requirements
   A. Daily recordkeeping requirements
   B. Delivery receipts (provide sample forms)
   C. Seconds, leftovers and spoiled meals
   D. Daily labor – actual time spent on food service and time and attendance records
   E. Collection of daily record forms
   F. Maintain copies of meal service forms

4. Monitors' responsibilities (use site visit and review forms)
   A. Duties and authority
   B. Introduce monitors and discuss areas of assignment

5. Civil Rights requirements (use Site Supervisor's Guide)

6. Other policies/issues
   A. What to do in inclement weather and alternate service areas
   B. How to handle unauthorized adults trying to eat meals
   C. How to handle discipline
   D. Review equipment, facilities, and materials available for recreational activities
   E. Review trash removal requirements
   F. Discuss corrective action
   G. Nutrition education

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
SUMMER FOOD SERVICE PROGRAM
MEAL COUNT RECORD—CAMPS

Sponsor Name	Site	Site Supervisor

Week of:	Key **B**=Breakfast **L**=Lunch **Su**=Supper **Sn**=Snack **1**=First Meals **2**=Second Meals

Participant's Name	Monday Date:				Tuesday Date:				Wednesday Date:				Thursday Date:				Friday Date:				Saturday Date:				Sunday Date:			
	B 1/2	L 1/2	Su 1/2	Sn 1/2	B 1/2	L 1/2	Su 1/2	Sn 1/2	B 1/2	L 1/2	Su 1/2	Sn 1/2	B 1/2	L 1/2	Su 1/2	Sn 1/2	B 1/2	L 1/2	Su 1/2	Sn 1/2	B 1/2	L 1/2	Su 1/2	Sn 1/2	B 1/2	L 1/2	Su 1/2	Sn 1/2
Number of Program Adult Meals Served																												
Number of Non-Program Adult Meals Served																												
Number of Meals Served to Non-Eligible Children																												
Number of Meals Served to Eligible Children																												
Total Meals Served																												

Attachment 13

Instructions for Completing the Meal Count Record for Camps

Enter the sponsor name, site name, and supervisor.

⇒ Enter the date.

⇒ List all of the children enrolled in the camp program in the *Participant's Name* column (preferably in alphabetical order). All children should be listed, including those who do not qualify for free meals, so that there is no overt identification of the children who do qualify for free meals.

⇒ For each meal served, place a check mark under the appropriate meal type for each child. If a child is not served a particular meal, the box should be left blank.

⇒ Enter the total number of meals served to eligible children. This number will be the sum of the check marks under each meal type each day for the children who qualify for free meals.

⇒ Enter the total number of program adult meals served and the total number of non-program adult meals served at each meal service.

⇒ Enter the total number of meals served to non-eligible children (those who do not qualify for free meals).

⇒ Add the total number of meals served. This includes meals served to eligible children, meals served to program adults, non-program adults, and non-eligible children.

Note: The meal count record for camps must be completed at the time of the meal service. Sponsor personnel must physically cour the children eating at each meal.

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
COMMUNITY FOOD AND NUTRITION ASSISTANCE
SUMMER FOOD SERVICE PROGRAM
Food Inventory Record

Name of Site:

Inventory Period: | Beginning Inventory[1]

A. Food Item	B. Purchase Unit (i.e., lbs, cans, cases, etc.)	C. Cost per Purchase Unit[2]	D. Quantity On Hand	E. Value of Food on Hand (C x D)

To Obtain Food Costs for the Inventory Period

Beginning Inventory[1]   _____   Total Value of Food on Hand
+Food Purchases[2]   +_____
-Credits, discounts, returns   -_____   (Ending Inventory[1]) $_____
-Ending Inventory   -_____
=Cost of Food Used   =_____

[1]The ending Inventory for one inventory period becomes the Beginning Inventory for the next.

[2]Use purchase invoices to determine the cost per purchase unit and the total food purchases for the inventory period.

Instructions for Completing the Food Inventory Record

Inventory records are required for sponsors who prepare their own meals. Meals may be prepared at each site or they may be prepared in a central kitchen and delivered to each site. An inventory must be completed prior to operating the SFSP and must be done again immediately after operating the SFSP. Any number of inventories may be done in the time between.

⇒ Enter the name of the site. If meals are prepared in a central kitchen, enter the name and address of the kitchen.

⇒ Enter the date that the inventory is taken.

⇒ Enter the dollar value of the beginning inventory. The beginning inventory is the last ending inventory. If this is the first inventory completed prior to program operations, enter the dollar value of food on hand as the beginning inventory.

⇒ In **column A**, list the food items on hand at the time of the inventory.

⇒ In **column B**, enter the purchase units of each food item. Purchase units are the way that foods are purchased. For example, meat products are typically purchased by the pound, therefore, the purchase unit would be one pound. Canned goods, on the other hand, may come in several purchase units. These could be 15 or 16 ounce cans (#303), 29 or 30 ounce cans (2 ½), or institutional size cans (#10), or they may be purchased by the case. Check labels and purchase invoices carefully to enter the correct purchase unit.

⇒ In **column C**, enter the cost of each food item per purchase unit.

⇒ In **column D**, enter the total number of purchase units on hand.

⇒ In **column E**, enter the total dollar value of food on hand. This may be obtained by multiplying the cost per purchase unit (column C) by the quantity on hand (column D).

⇒ Add all of the entries in column E to calculate the Total Value of Food on Hand. This dollar amount becomes your ending inventory for this period and your beginning inventory for the next period.

To obtain Food Costs for the Inventory Period:

⇒ Enter the beginning inventory amount.

⇒ Add to the beginning inventory amount the total cost of all food purchased for the period. This information may be obtained from purchase invoices and cash register receipts.

⇒ Subtract the dollar amount of the ending inventory. Also subtract any discounts or credits received during the inventory period.

⇒ The amount remaining is equal to the **cost of food used** for the inventory period.

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
SUMMER FOOD SERVICE PROGRAM
Daily Meal Count Form

Name of Site:	Date:

Meal: (circle one)

Breakfast   A.M. Snack   Lunch   P.M. Snack   Supper

Site Supervisor:	Delivery Time: Number Delivered:	Meal Service Time: Begin: End:

First Meals Served:

```
1   9  17  25  33  41  49  57  65  73  81  89  97  105 113 121 129 137 145 153 161 169 177 185
2  10  18  26  34  42  50  58  66  74  82  90  98  106 114 122 130 138 146 154 162 170 178 186
3  11  19  27  35  43  51  59  67  75  83  91  99  107 115 123 131 139 147 155 163 171 179 187
4  12  20  28  36  44  52  60  68  76  84  92  100 108 116 124 132 140 148 156 164 172 180 188
5  13  21  29  37  45  53  61  69  77  85  93  101 109 117 125 133 141 149 157 165 173 181 189
6  14  22  30  38  46  54  62  70  78  86  94  102 110 118 126 134 142 150 158 166 174 182 190
7  15  23  31  39  47  55  63  71  79  87  95  103 111 119 127 135 143 151 159 167 175 183 191
8  16  24  32  40  48  56  64  72  80  88  96  104 112 120 128 136 144 152 160 168 176 184 192
```

(you may use the back to continue counting if needed)

Total First Meals   _____

Second Meals Served:

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27

Total Second Meals   _____

Meals to Program Adults:

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27

Total Program Adult Meals   _____

Meals to Non-Program Adults:

1   2   3   4   5   6   7   8   9   10   11   12   13   14

Total Non-Program Adult Meals   _____

Total Meals Served   _____
Total Damaged/Disallowed Meals _____   **Unopened milk cartons**
Total Leftover Meals   _____   **returned to inventory**   _____
Income from Adult Meals   _____

Signature of Authorized Representative:	Date:

193	217	241	265	289	313	337	361	385	409	433	457	481	505
194	218	242	266	290	314	338	362	386	410	434	458	482	506
195	219	243	267	291	315	339	363	387	411	435	459	483	507
196	220	244	268	292	316	340	364	388	412	436	460	484	508
197	221	245	269	293	317	341	365	389	413	437	461	485	509
198	222	246	270	294	318	342	366	390	414	438	462	486	510
199	223	247	271	295	319	343	367	391	415	439	463	487	511
200	224	248	272	296	320	344	368	392	416	440	464	488	512
201	225	249	273	297	321	345	369	393	417	441	465	489	513
202	226	250	274	298	322	346	370	394	418	442	466	490	514
203	227	251	275	299	323	347	371	395	419	443	467	491	515
204	228	252	276	300	324	348	372	396	420	444	468	492	516
205	229	253	277	301	325	349	373	397	421	445	469	493	517
206	230	254	278	302	326	350	374	398	422	446	470	494	518
207	231	255	279	303	327	351	375	399	423	447	471	495	519
208	232	256	280	304	328	352	376	400	424	448	472	496	520
209	233	257	281	305	329	353	377	401	425	449	473	497	521
210	234	258	282	306	330	354	378	402	426	450	474	498	522
211	235	259	283	307	331	355	379	403	427	451	475	499	523
212	236	260	284	308	332	356	380	404	428	452	476	500	524
213	237	261	285	309	333	357	381	405	429	453	477	501	525
214	238	262	286	310	334	358	382	406	430	454	478	502	526
215	239	263	287	311	335	359	383	407	431	455	479	503	527
216	240	264	288	312	336	360	384	408	432	456	480	504	528

Instructions for Completing the Daily Meal Count Form

$\Rightarrow$ Enter name of site and complete date.

$\Rightarrow$ Circle the meal for which the count is being completed.

$\Rightarrow$ Enter the site supervisor's name, the time meals were delivered, and the total number of meals delivered.

$\Rightarrow$ Enter the time the meal service begins and ends.

$\Rightarrow$ As meals are served (point of service), put a slash mark through each consecutive number under *First Meals Served*.

$\Rightarrow$ After all children have been served a first meal, put a slash mark through each consecutive number under *Second Meals Served*.

$\Rightarrow$ Put slash marks, as meals are served, through the number of program adult meals served and the number of non-program adults meals served, if applicable.

$\Rightarrow$ Indicate at the bottom of the form the total number of meals served to children as firsts and seconds, and the number of meals served to program and non-program adults.

$\Rightarrow$ Indicate the number of meals that were left over after the meal service.

$\Rightarrow$ Record the amount of money received from paying adults, if applicable.

$\Rightarrow$ Sign and date the form. The person signing and dating this form is the person responsible for verifying that the meal counts have been recorded accurately.

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
COMMUNITY FOOD AND NUTRITION ASSISTANCE
SUMMER FOOD SERVICE PROGRAM

WEEKLY CONSOLIDATED MEAL COUNT

Site Name and Address: | Week of:

	Monday			Tuesday			Wednesday			Thursday			Friday			Weekly Totals		
	Brfst	Lunch	Snack	Brfst	Lunch	Snack	Brfst	Lunch	Snack	Brfst	Lunch	Snack	Brfst	Lunch	Snack	Brfst	Lunch	Snack
Number of Meals Ordered																		
Meals Received or Prepared																		
Meals Leftover from the Previous Day																		
First Meals Served to Participants																		
Second Meals Served to Participants																		
Meals Served to Program Adults																		
Meals Served to Non-Program Adults																		
Total Meals Served																		
Total Damaged/ Incomplete Meals																		
Total Meals Leftover																		
Income from Adult Meals																		
Comments																		

Attachment 16

Meal Count – Monthly Consolidation Form
Claim Period _____ - _____

Site	Breakfast		Lunch		Snack		Supper	
	1st Meal	2nd Meal	1st Meal	2nd Meal	1st Meal	2nd Meal	1st Meal	2nd Meal
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								
16.								
17.								
18.								
19.								
20.								
TOTAL								

Meal Type	(A) Total 1st Meals Served	(B) Total 2nd Meals Served	(C) 2nd Meal Limitation (.02 x A)	(D) Allowable 2nd Meals - Lesser of (B) or (C)	(E) Allowable Total Meals (A) + (D)
Breakfast					
Lunch					
Snack					
Supper					

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
SUMMER FOOD SERVICE PROGRAM
Food Production Record

Sponsor:	Site Name:
Date:	

Breakfast

A	B	C	D	E	x	F	=	G	H
Food Components	**Food Items Used**	**Serving Size**	**Purchase Units (lb., can size, etc.)**	**Servings Per Purchase Unit**		**Number of Purchase Units Used**		**Total Servings Prepared**	**Number of Meals Served**
Milk									
Fruit/Vegetable									
Grain/Bread									
Optional Foods									

Lunch/Supper

A	B	C	D	E	x	F	=	G	H
Food Components	**Food Items Used**	**Serving Size**	**Purchase Units (lb., can size, etc.)**	**Servings Per Purchase Unit**		**Number of Purchase Units Used**		**Total Servings Prepared**	**Number of Meals Served**
Milk									
Meat/Alternate									
Fruit/Vegetable									
Fruit/Vegetable									
Grain/Bread									
Optional Foods									

Snack (Serve Two of Four Components)

A	B	C	D	E	x	F	=	G	H
Food Components	**Food Items Used**	**Serving Size**	**Purchase Units (lb., can size, etc.)**	**Servings Per Purchase Unit**		**Number of Purchase Units Used**		**Total Servings Prepared**	**Number of Meals Served**
Milk									
Meat/Alternate									
Fruit/Vegetable									
Grain/Bread									
Optional Foods									

At a minimum, columns B, D, F, and H must be completed.

Instructions for Completing the Food Production Record

⇒ Enter sponsor name, site name and date at the top of the form.

⇒ Under **column B**, list all food items used at each meal service (breakfast, lunch/supper, or snack).

⇒ Under **column C**, list the serving size or portion used of each of the food items.

⇒ Under **column D**, enter the purchase unit for each food item listed in column B. A purchase unit is the way food is purchased. For example, most meat items are usually purchased by the pound. Therefore, the purchase unit is one pound. Canned foods may be purchased in different sizes, such as a 15 or 16 ounce can (#303), a 29 or 30 ounce can, or an institutional size (#10) can. Check can and package sizes carefully and enter the correct purchase unit.

⇒ For **column E**, the number of servings per purchase unit, you must have a *Food Buying Guide* available. The Food Buying Guide will give you the number of servings available in each purchase unit of commonly purchased foods.

   For example, if you look in the Food Buying Guide for applesauce, it will show you that there are 7 one-quarter cup servings in one 16-ounce can, and there are 47.6 one-quarter cup servings in one #10 can. The amount that you will enter on this line will depend on your purchase unit.

   You must also be aware of your serving size. If, in the above applesauce example, your serving size is ½ cup instead of ¼ cup, you will have to divide the number of ¼ cup servings per purchase unit by 2 to determine the number of ½ cup servings. For example, 47.6 divided by 2 = 23.8 one-half cup servings per #10 can.

   For a food item such as ground beef, you will note in the Food Buying Guide that there are 11.2 one ounce servings of cooked lean meat per pound of raw purchased. The Food Buying Guide takes into account losses that occur during the cooking process. However, since the SFSP meal pattern requires two ounces of cooked lean meat per child, you must divide 11.2 by 2 to come up with the number of two-ounce servings per pound of raw meat. There are 5.6 two-ounce servings of cooked lean meat per pound of raw ground beef.

⇒ Under **column F**, you will fill in the number of purchase units actually used. If, for example, you use 11 pounds of ground beef, you would write 11 in this column.

⇒ To determine the total number of servings prepared (**column G**), you simply multiply column E by column F. For example, 5.6 two-ounce servings of cooked ground beef per pound x 11 pounds = 61.6 two ounce servings (5.6 x 11 = 61.6). If this number is more than the actual number of children and adults served (**column H**), then you have prepared adequate amounts of food. If the number is less, then you did not meet minimum meal requirements for the meal. You must increase the amount of food prepared the next time.

It is also possible to determine beforehand how much food you will need to prepare by first entering your food items and serving sizes and then entering the total number of servings you wish to prepare (column G). Look in the Food Buying Guide to determine the number of servings per purchase unit (column E), and then divide the total number of servings you wish to prepare by the number of servings per purchase unit (G divided by E). The result will tell you how many purchase units you will need to use (column F).

For example, you wish to prepare 48 (column F) two-ounce servings (column C) of baked boneless ham (column B). By looking in the Food Buying Guide, you determine that there are 10 one-ounce servings of cooked lean meat per pound. Since your serving size is two ounces, you must divide 10 by 2 to determine that there are 5 two-ounce servings of cooked lean meat per pound (column E). To determine the total number of pounds of raw ham needed to make 48 servings, simply divide 48 by 5 (G divided by E). You would need to prepare 9.6 pounds of raw ham.

CHECKLIST OF RECORDS

1. Records that document eligibility for the Summer Food Service Program:

    ____   Signed Contract
    ____   Application
    ____   Site Information Sheet for each site
    ____   Evidence to show eligibility for each site based on serving needy children (or in the case of camps and enrolled sites, evidence to show that children are individually documented as being eligible for free or reduced price school meals)
    ____   Public release
    ____   Letter from IRS showing tax-exempt status (for private nonprofit sponsors)
    ____   Pre-operational site visit forms
    ____   Sponsor/site agreements
    ____   Documentation of training
    ____   Letter of engagement of CPA firm or independent accountant, or State or local government accountant and management letter (if applicable)
    ____   Site Change Forms, when applicable

2. Records that support the number of meals served to children:

    ____   Daily count of milks delivered
    ____   Daily count of milks leftover
    ____   Daily count of meals prepared or received at sites
    ____   Daily count of complete first meals served to children
    ____   Daily count of complete second meals served to children
    ____   Daily count of meals served to Program and non-Program adults
    ____   Daily count of disallowed meals
    ____   Daily count of excess meals

3. Records that support food service costs:

    ____   Food inventories, where applicable
    ____   Delivery receipts for vended meals, where applicable
    ____   Payroll and time-and-attendance records for site personnel
    ____   Purchase invoices

4. Records that support administrative costs:

        ____   Payroll and daily time-and-attendance records for administrative personnel
        ____   Rental agreements for office equipment or space
        ____   Mileage records

5. Records to support funds accruing to the Program:

        ____   Site records of cash collected
        ____   Copies of receipts given for cash donations
        ____   Records of any other funds received for the Summer Food Service Program

6. Other records:

        ____   Agreement with schools to furnish meals, where applicable
        ____   Contract with food service management company, where applicable
        ____   Bid procedures used, where applicable
        ____   Records and inventories of USDA-donated foods (commodities)
        ____   Monitor's reports of site visits and reviews
        ____   Records of training conducted
        ____   Menu records
        ____   Receipts, invoices, and bills for all rented or purchased items and services
        ____   Bank statements and deposit slips
        ____   Accounting ledgers
        ____   Sanitation and health reports
        ____   Certification of Independent Price Determination (FSMC contracts)
        ____   Beneficiary Data Form

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
SUMMER FOOD SERVICE PROGRAM
MILEAGE RECORD

Sponsor Name				
Employee Name				
Date	Travel to	Odometer Reading at Start	Odometer Reading at End	Total Number of Miles Traveled

Total Mileage   _____

Rate per Mile[1]   x   _____

Total Cost of Mileage   =   _____

[1]Please note that regardless of the amount reimbursed to site or sponsor staff, sponsors are limited in the mileage rate they may claim as an SFSP expense, to the Misssouri Department of Health and Senior Services rate, 37.5 cents per mile through June 30, 2006, and 41.5 cents per mile July 1, 2006 through June 30, 2007.

POTENTIAL REIMBURSEMENT WORKSHEET
SUMMER FOOD SERVICE PROGRAM

Sponsor: _____

1. Maximum potential operating reimbursement based on meals times rates	a. Year-to-date[*] breakfasts b. Year-to-date lunches c. Year-to-date suppers d. Year-to-date snacks e. TOTAL (lines a+b+c+d) Camps: Enter allowable meals from Worksheet for Camp Sponsors-Section (Q)	Number Rates _____ x _____ = $_____ _____ x _____ = $_____ _____ x _____ = $_____ _____ x _____ = $_____ $_____
2. Actual operating costs	a. Year-to-date food costs b. Year-to-date labor costs c. Year-to-date other costs d. TOTAL (lines a+b+c) Camps: Enter allowable operating costs from Worksheet for Camp Sponsors-Section (S)	$_____ $_____ $_____ $_____
3. Potential operating cost reimbursement	Lesser of lines 1e or 2d	$_____
4. Maximum potential administrative reimbursement based on meals times rates	a. Year-to-date breakfasts b. Year-to-date lunches c. Year-to-date suppers d. Year-to-date snacks e. TOTAL (lines a+b+c+d)	_____ x _____ = $_____ _____ x _____ = $_____ _____ x _____ = $_____ _____ x _____ = $_____ $_____
5. Actual administrative costs	Year-to-date actual administrative costs	$_____
6. Administrative costs determined by budget	Administrative budget including any amendments approved by State agency	$_____
7. Potential administrative reimbursement	Lesser of lines 4e, 5 or 6	$_____

[*]Year-to-date: The number of meals or amount of costs calculated from the start of the Program to the last day of the month for which computation is being done.

POTENTIAL REIMBURSEMENT WORKSHEET **SUMMER FOOD SERVICE PROGRAM**		
8. Total potential food service reimbursement	Lines 3 + 7	$_____
9. Total net food service cost	a. Total actual operating cost (line 2d) b. Total actual administrative cost (line 5) c. Total actual Program cost (lines a+b) d. Funds accruing to food program (year-to-date) e. Net food service program cost (lines c-d)	$_____ $_____ $_____ $_____ $_____
10. Potential year-to-date reimbursement	Lesser of lines 8 or 9e	$_____
11. Previous year-to-date payments	a. All year-to-date advance payments b. All startup payments c. All year-to-date reimbursement payments d. Total previous year-to-date payments	$_____ $_____ $_____ $_____
12. Potential amount of reimbursement to expect for the month	a. Line 10 b. Line 11d c. Amount of check to expect for month (lines a-b)	$_____ $_____ $_____

TIME REPORT – Administrative Staff*

Sponsor name:_____ Contract Number: _____

Employee name:_____

Week of:_____

Hours Worked in SFSP Administration

Name	Hours Per Day							Total Hours Weekly	Hourly Wage	Total Claimable
	S	M	T	W	T	F	S			

I understand that this information is being given in connection with the receipt of Federal funds and that deliberate misrepresentation may subject me to prosecution under applicable State and Federal criminal statutes.

_____
Supervisor's signature   Date

*Use this form for administrative staff performing **administrative** cost tasks, that is, tasks related to the **administration** of the program (e.g. monitors, book keepers, office staff, directors).

TIME REPORT – Site and Food Service Staff*

Site/Sponsor name:_____ Site/Sponsor Number: _____

Employee Name:_____

Week of:_____

Hours Worked in Food Service

Name	Hours Per Day							Total Hours Weekly	Hourly Wage	Total Claimable
	S	M	T	W	T	F	S			

I understand that this information is being given in connection with the receipt of Federal funds and that deliberate misrepresentation may subject me to prosecution under applicable State and Federal criminal statutes.

_____

    Site supervisor's signature   Date

*Use this form for all site-level and food service staff performing **operating** cost tasks, that is, tasks directly related to the **food service** (e.g. meal servers, cooks, supervising children at the site).

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
SUMMER FOOD SERVICE PROGRAM
LABOR COST DOCUMENTATION—FOOD SERVICE

Name of Sponsor						
Number of Approved Sites	Labor Costs for the Month of			Year		
Position	Number of People in that Position		Salary per Hour		Number of Hours Worked Per Day	Total
		X		X		=
		X		X		=
		X		X		=
		X		X		=
		X		X		=
		X		X		=
		X		X		=
		X		X		=
		X		X		=
		X		X		=
		X		X		=
		X		X		=
		X		X		=
		X		X		=
		X		X		=
		X		X		=
		X		X		=
		X		X		=
		X		X		=
		X		X		=
		X		X		=
		X		X		=

Total Food Service Labor Cost Per Day   _____

Number of Operating Days in Month   x   _____

Total Monthly Food Service Labor Costs   =   _____

Instructions for Completing
Labor Cost Documentation—Food Service

⇒ Enter the sponsor's name.

⇒ Enter the number of sites the sponsor is approved to operate.

⇒ Enter the month and year for which labor costs are being reported.

⇒ Enter the various positions that the sponsor has employed to help with the food service operation. These positions can include the site supervisor, cooks, servers, cook's helpers, janitors (for clean-up after the meal service), and delivery truck drivers.

⇒ Enter the number of people the sponsor has employed in each position listed.

⇒ Enter the salary per hour for each position.

⇒ Enter the number of hours worked per day for each position.

⇒ Multiply the number of people in each position times the salary per hour for each position times the number of hours worked per day to come up with the total cost per day for each position.

⇒ Add all of the entries in the Total column to come up with the Total Food Service Labor Cost Per Day.

⇒ Multiply the total food service labor cost per day by the number of operating days in the month to come up with the Total Monthly Food Service Labor Costs.

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
SUMMER FOOD SERVICE PROGRAM
ADMINISTRATIVE COST REPORT

Name of Sponsor							

Costs for the Month of					Year		
Position	Number of People in that Position		Salary per Hour		Number of Hours Worked Per Day on SFSP		Total
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	

Total Administrative Labor Cost per Day _____

Number of Operating Days per Month   X   _____

1. Total Monthly Administrative Labor Costs …………………………….= _____

2. Transportation …………………………………………………………… _____

3. Communications ………………………………………………………… _____

4. Rental of Office Space ………………………………………………... _____

5. Office Supplies ………………………………………………………….. _____

6. Utilities ………………………………………………………………….. _____

7. Use allowance on fixtures and furniture ……………………………… _____

8. Audit fees ……………………………………………………………….. _____

9. Legal fees ……………………………………………………………….. _____

10. Office Building Maintenance …………………………………………… _____

11. Other (specify) ………………………………………………………….. _____

Total Monthly Administrative Costs (sum of lines 1 through 11) $ _____

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
COMMUNITY FOOD AND NUTRITION ASSISTANCE
SUMMER FOOD SERVICE PROGRAM

Pre-Operational Site Review

Site Selection Worksheet

Sponsor Name and Address

Site Address

Site Phone Number	Person to contact for use of site

Type of Site

☐ Open		☐ Enrolled
☐ Recreation Center	☐ School	☐ Church
☐ Playground	☐ Settlement House	☐ Park
☐ Residential Camp	☐ Playstreet	☐ Other

Estimated number of participants the site could serve	Estimated number of needy participants in the area

Estimated number of supervisory personnel needed to adequately control food service

Does the site have:	Yes	No	NA	Comments
A shelter or alternate site for inclement weather?				
Handwashing facilities for the food handlers and participants?				
Adequate refrigeration for the storage of meals?				
Adequate cooking facilities for the preparation of meals, if applicable?				
A place to store prepared or delivered food to maintain appropriate food temperatures?				
Is another site needed in this area?				
Are present facilities adequate for an organized meal service?				

If no, explain

What types of organized activities are possible or planned at this site?

Signature of Authorized Representative	Date

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
COMMUNITY FOOD AND NUTRITION ASSISTANCE
SUMMER FOOD SERVICE PROGRAM

Monitor Site Review Form (For Self-Preparation Sites)

1st Week Review   4th Week Review   (Circle One)

Name of Sponsor	Name of Site
Date of Review	Site Supervisor

Dates of Site Operation   Beginning Date   Ending Date

Type of Site	☐ Open	☐ Enrolled	☐ Camp	☐ Migrant	☐ Other

Meal Service Reviewed	☐ Breakfast	☐ Lunch	☐ Supper	☐ Snack

Approved Average Daily Participation

_____ Breakfast _____ Snack _____ Lunch _____ Snack _____ Supper _____ Snack

Day of Visit	Breakfast	Lunch/Supper	Snack	Comments
Number of Meals Prepared				
Number of First Meals Served				
Number of Second Meals Served				
Number of Meals To Program Adults				
Number of Meals to Non-Program Adults				
Number of Meals Leftover				

Food Items Served	Quantity Prepared	Servings Per Unit	Total Amount Available	Amount Needed	Comments

	Yes	No	NA	Comments
Does the meal served meet meal pattern requirements?				
Production records are maintained that show the amount of food prepared?				
Foods Served are creditable?				
Food is prepared, handled and served in a sanitary manner?				
Food preparer(s) maintain good personal hygiene and wash hands prior to the meal service?				
Facilities are clean and free from rodents and insects?				

	Yes	No	NA	Comments
Are meals served as a unit?				
Are meals consumed by participants on-site?				
Are meals planned and prepared with one meal per participant in mind?				
Are more meals served as seconds than the 2% limit?				
Are accurate counts taken of meals served?				
Is required health department certification available for inspection?				
Is an inventory record being kept?				
Are receiving reports and purchase invoices kept?				
Does staffing pattern correspond to that listed on approved application?				
Has the site supervisor attended training?				
Are records of adult meals kept?				
Is there documentation of participants eligible for free or reduced-price meals available if applicable?				
Is there a non-discrimination poster, provided by the sponsor, on display in a prominent place?				
Are meals served to all attending participants regardless of race, color, national origin, age, sex, or disability?				

Beneficiary Data

Indicate the number of participants in attendance in each racial/ethnic category

American Indian or Alaskan Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	Hispanic or Latino	White
_____	_____	_____	_____	_____	_____

Corrective Action Plan:

Findings:	Corrective Actions:

Signature of Sponsor Monitor	Date
Site Supervisor Signature	Date

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
COMMUNITY FOOD AND NUTRITION ASSISTANCE
SUMMER FOOD SERVICE PROGRAM
Monitor Site Review Form (For Vended Sites)
1st Week Review   4th Week Review   (Circle One)

Name of Sponsor	Name of Site
Date of Review	Site Supervisor

Dates of Site Operation   Beginning Date   Ending Date

Type of Site	☐ Open	☐ Enrolled	☐ Camp	☐ Migrant	☐ Other

Meal Service Reviewed	☐ Breakfast	☐ Lunch	☐ Supper	☐ Snack

Approved Average Daily Participation

_____ Breakfast   _____ Snack   _____ Lunch   _____ Snack   _____ Supper   _____ Snack

Day of Visit	Breakfast	Lunch/Supper	Snack	Comments
Number of Meals Delivered				
Time Meals Delivered				
Number of First Meals Served				
Number of Second Meals Served				
Number of Meals To Program Adults				
Number of Meals to Non-Program Adults				
Number of Meals Leftover				
Number of Incomplete/ Damaged Meals				

	Yes	No	NA	Comments
Meals are served within the approved time frame?				
Does the meal served meet meal pattern requirements?				
Are adequate quantities of all food components served?				
Foods served are creditable?				
Food is prepared, handled and served in a sanitary manner?				
Do food handlers maintain good personal hygiene and wash hands prior to the meal service?				
Facilities are clean and free from rodents and insects?				
Are the meals counted before signing the delivery receipt?				
Are food temperatures taken when meals are delivered?				
Are meals checked for quality and completeness?				
Is there proper sanitation/storage available for delivered meals?				
Are meals stored at safe temperatures?				
Are there provisions for storing or returning excess meals?				
Is the meal delivery schedule followed?				
Is the site supervisor following procedures established to make meal order adjustments?				
Are meals served as a unit?				

	Yes	No	NA	Comments
Are meals consumed by participants on-site?				
Are meals ordered with one meal per participant in mind?				
Are more meals served as seconds than the 2% limit?				
Are accurate counts taken of meals served?				
Does the site staffing pattern correspond to that listed on the approved application?				
Has the site supervisor attended training?				
Are records of adult meals kept?				
Is there documentation of participants eligible for free or reduced-price meals available if applicable?				
Is there a non-discrimination ("And Justice for All") poster, provided by the sponsor, on display in a prominent place?				
Are meals served to all attending participants regardless of race, color, national origin, age, sex, or disability?				

Beneficiary Data

Indicate the number of participants in attendance in each racial/ethnic category

American Indian or Alaskan Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	Hispanic or Latino	White
_____	_____	_____	_____	_____	_____

Corrective Action Plan:

Findings:	Corrective Actions:

Signature of Sponsor Monitor	Date

Site Supervisor Signature	Date

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
SUMMER FOOD SERVICE PROGRAM
MENU – MEAL REQUIREMENTS

NAME OF SPONSOR _____ WEEK OF _____ YEAR _____

NAME OF SITE _____

BREAKFAST	Monday	Tuesday	Wednesday	Thursday	Friday
Fluid Milk					
Juice, Fruit, or Vegetable					
Grain/Bread					
Other Foods					
SNACK *Serve 2 of 4 components*					
Fluid Milk					
Juice, Fruit, or Vegetable					
Grain/Bread					
Meat or Meat Alternate					
Other Foods					
LUNCH					
Fluid Milk					
Fruit and/or Vegetable *(2 servings)*					
Grain/Bread					
Meat or Meat Alternate					
Other Foods					

Attachment 29

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SNACK *Serve 2 of 4 choices.*	Monday	Tuesday	Wednesday	Thursday	Friday
Fluid Milk					
Juice, Fruit, or Vegetable					
Grain/Bread					
Meat or Meat Alternate					
Other Foods					
SUPPER					
Fluid Milk					
Fruit and/or Vegetable *(2 servings)*					
Grain/Bread					
Meat or Meat Alternate					
Other Foods					
SNACK *Serve 2 of 4 choices.*					
Fluid Milk					
Juice, Fruit, or Vegetable					
Grain/Bread					
Meat or Meat Alternate					
Other Foods					

Missouri Department of Health and Senior Services
Community Food and Nutrition Assistance
Summer Food Service Program
ENROLLMENT INFORMATION

At the beginning of each session, **residential camps** or sponsors with **enrolled sites** must submit actual enrollment figures for each site.

Name of Sponsor   _____

Name of Site   _____

Number of participants who qualify for free meals   _____

Number of participants whose family size and
income exceed the guidelines for free meals   _____

Total Enrollment   _____

I certify that the above information is true and correct and that this information is being given in connection with the receipt of Federal funds. I understand that deliberate misrepresentation or withholding of information may result in prosecution under applicable State and Federal statutes.

_____   _____   _____
Signature   Title   Date

Return this form to:

Missouri Department of Health and Senior Services
Community Food and Nutrition Assistance
Attn: Summer Food Service Program
P. O. Box 570
Jefferson City, Missouri 65102-0570

ADMINISTRATIVE BUDGET REVISION
(Please TYPE or PRINT Clearly)

1. NAME OF SPONSORING ORGANIZATION	2. CONTRACT NUMBER

3. If the sponsor's level of site participation or the number of meals served to participants increases, the approved administrative budget may need to be revised. Failure to do so could result in a loss of funds to which the sponsor may be entitled.

The Budget Revision must be forwarded to MDHSS-CFNA as soon as possible after the change is known and before the close of the site(s).

Reason administrative budget needs to be changed (please check all that apply):

☐ Actual number of participants being served is more than the number originally estimated to be served. Attach a Site Change Form indicating the number of participants being served at each site by meal service type (breakfast, lunch, snack, etc.).

☐ Days of operation have been expanded.
Indicate revised days of operation: start date _____ end date _____

☐ Site(s) have been added resulting in additional participants being served. Applications for new sites are attached or have been submitted to MDHSS-CFNA.

☐ Actual administrative expenses are greater than anticipated, in the following area(s):

Expense Category	**Amount**
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____

☐ Other (please indicate) _____

4. Indicate your **revised** SFSP Administrative Budget. Include all administrative costs for which you plan to request reimbursement.

Revised Total **Administrative** Budget $_____ *(Note: It is not necessary to revise the operational budget.)*

SIGNATURE OF AUTHORIZED REPRESENTATIVE	TITLE	DATE
▶		
APPROVED/ENTERED BY (MDHSS USE ONLY)	TITLE	DATE